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ABSTRACT

A comprehensive questionnaire was sent to 49 African national archival agencies in April 1982 to survey the needs of African Member States for assistance in the development of archives. This study is based on the 27 (55%) questionnaires that were returned. The participating agencies were grouped into three categories: agencies located in Arab-speaking, Anglophone and Francophone countries. As the Arab-speaking category comprised only two participants, only the Anglophone and Francophone groups are discussed and compared in this report. Following an introduction, the survey results are grouped under six major headings: legislation and regulations, personnel, buildings, storage facilities and equipment, holdings, and operations and services. Individual conclusions and recommendations are then drawn for each of the subject areas. A tabulation of individual participants' responses conclude the report. A list of participants and a copy of the survey instrument are appended. (THC)

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PGI-85/WS/3

The Status of archives and records management systems and services in African Member States: a RAMP study

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THE STATUS OF ARCHIVES AND RECORDS MANAGEMENT SYSTEMS AND SERVICES IN AFRICAN MEMBER STATES : A RAMP STUDY

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PREFACE

The Division of the General Information Programme of Unesco, in order to better meet the needs of Member States, particularly developing countries, in the specialized areas of records management and archives administration, has developed a long-term Records and Archives Management Programme - RAMP.

The RAMP programme reflects the overall themes of the General Information Programme, and thus includes projects, studies, and other activities intended to:

1. Promote the formulation of information policies and plans (national, regional and international).

2. Promote and disseminate methods, norms and standards for information handling.

3. Contribute to the development of information infrastructures.

4. Contribute to the development of specialized information systems in the fields of education, culture and communication, and the natural and social sciences.

5. Promote the training and education of specialists in and users of information.

This study, prepared under contract with the International Council on Archives, is based upon returns to a comprehensive questionnaire sent to all African countries in either English or French, as appropriate. The returns indicate that overall significant progress has been made in providing adequate provision for national archives, but that much still needs to be done in developing archival and records management services. The study especially underscores the need for training and for the application of new technologies in restoration and reprography.

Comments and suggestions regarding the study are welcomed and should be addressed to the Division of the General Information Programme, UNESCO, 7 place de Fontenoy, 75700 Paris. Other studies prepared under the RAMP programme, a list of which appears at the end of this study, may also be obtained at the same address.

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1 INTRODUCTION

The General Conference of Unesco, at its Twenty-First Session, adopted a resolution requesting the Director-General to carry out a survey on the archival situation in Africa and on the needs of African Member States regarding assistance for the development of archives.

In carrying out this resolution, the Unesco Division of the General Information Programme - in cooperation with the Office of Statistics and the International Council on Archives - designed a questionnaire under the heading "Survey of Archival and Records Management Systems and Services 1982" (Unesco PGI-82/WS/3) which was sent to 49 African national archival agencies in April 1982. About a year later the final return counted 27 replies (55%).

This report contains the results of the above-mentioned survey and intends to review the current (i.e. 1982) archival situation in the African countries.
The archival picture of Africa, as described hereafter, is made as complete as possible by drawing as many conclusions as possible from the questionnaire.
It should be noted, however, that it was not possible to make use of all data. Some paragraphs of the questionnaire were rather detailed and complicated. Especially in these paragraphs the "no replies" and "no data's" reached their highest percentages, which made it necessary to simplify or even disregard certain elements of the survey.

The participating agencies were grouped into three categories: agencies located in arab-speaking, anglophone and francophone countries. As the arab-speaking category comprised only two participants it was felt, however, that it would be incorrect to present this category as a separate - yet obviously not representative - group. Therefore only the anglophone and francophone groups are discussed and compared in this report. The total figures, however, do comprise the data of the two arab-speaking participants as well.

As far as possible and advisable the parapgraphs containing an analysis of responses closely follow the division of the original questionnaire. Tables which may illustrate certain conclusions or which contain more detailed information are found at the end of each relevant paragraph. A chapter comprising a total tabulation of responses for each participant seperately is included at the end of this report.

It is hoped that this report will serve as an instrument for the planning and formulation of policy measures which may stimulate and assist the African states to further develop their archival and records management systems.

2 LEGISLATION AND REGULATIONS

2.1 Presence of legislation

The participants in this survey were requested to indicate if their agency and its programme was based upon an official Records and/or Archives Act or, in the absence of an official act or to assist in implementing the act, if the government or the archival agency had issued official regulations concerning records and/or archives.
The responses to this question are given in table 1.

All participating agencies were based upon legislation. Most agencies are based upon an official Records and/or Archives Act, sometimes assisted by regulations (70%-19 of 27 countries).
In only 30% of the countries (8 of 27) is the agency and its programme based upon regulations only.

When comparing anglophone and francophone countries it appears that there is a significant difference in the nature of archival legislation. A total of 91% (10 of 11) of the anglophone countries have an official act (only Uganda lacks an official act), whereas this percentage is only 50% for the group of francophone countries (7 of 14).

Of the francophone countries Chad noted that its legislation dates back to the French Equatorial Africa period (1908-1953), while Upper Volta stated that the French Archives Act is used.

2.2 Contents of legislation

As indicated above the presence of official Records and/or Archives Acts is much lower in the group of francophone countries than in the anglophone countries. However, this does not indicate anything about the quality of the legislation. An indication of the contents of the legislation may better be regarded as an indication of the quality or value of legislation.

The participants were requested to provide details on the presence of the following elements in their legislation:

- a definition of records and archives
- provisions for archival care
- jurisdiction of the archival agency
- functions and activities of the agency
- restrictions on access to archives

2.2.1 Definition of records and archives

The participants were requested to indicate if their legislation defined "records" and "archives" and if these definitions were broad enough to include the following types: cartographic -, architectural -, photographic archives, sound recordings and machine-readable archives. The responses to this question are given in tables 2 and 3.

Most participants (81%-22 of 27) reported that their legislation defines records and/or archives, in the francophone area slightly less than in the anglophone area. The following countries lack a definition: Cameroon, Niger, Rwanda, Uganda and Upper Volta.

In 73% of the participating countries the definition of records/archives is broad enough to include all types of archives mentioned. This percentage is approximately the same for both anglophone and francophone countries.
An outline of the extend to which the various physical types of archives are included in the definitions is given in table 3.

2.2.2 Provisions for archival care

The participants were requested to indicate what sort of provisions for archival care their legislation contains. Several possible types of these provisions were suggested in the questionnaire. Table 4 gives the number of countries whose legislation includes the suggested types.

In almost all countries the legislation contains provisions for archival care. Three countries mentioned the presence of all suggested provisions: Chad, Congo and Zambia. Least detailed is the chapter on archival care in the legislation of the Central African Republic, Niger and Zimbabwe, each of which mentions two provisions only.
The legislation in the anglophone area is both broader and more detailed than in the francophone area.

The right to inspect all government records and the prohibition of destruction of records without prior approval of the archival agency are most often mentioned (81%), whereas the qualifications of personnel are mentioned least (33%).
Anglophone countries add provisions for the creation of an advisory body, whereas francophone countries add provisions for the organization of the archival agency.

The most significant differences between anglophone and francophone countries are found in:

provisions for the creation of an advisory body (91% versus 57%) and retention of records beyond the normal date of transfer (73% versus 43%).

2.2.3 Jurisdiction of the archival agency

Participants were requested to indicate the types of records over which the legislation extended their legal jurisdiction. Several types of records were suggested in the questionnaire. The responses are summarized in Table 5.

With the exception of Kenya and Niger, in all countries the legislation extends the legal jurisdiction of the archival agencies over all records of the national (central)government. In Kenya the records of the Public Trustee and the Registrar-General are excluded as fas as they relate to individual trusts or estates; in Niger the archives of the Ministry of Defence and the Foreign Office are excluded.
In 74% of the participating countries the legislation also extends the legal jurisdiction of the archival agency over all records of the government at a provincial and municipal level.
It should be noted that the provincial level does not exist in all countries.

In 4 countries the legislation limits the jurisdiction of the archival agency to the records of the government only: Cameroon, Mauritius, Namibia and Zimbabwe. In 5 countries the legislation includes all suggested types of jurisdiction: Algeria, Botswana, Egypt, Zaire and Zambia. There is no significant difference between anglophone and francophone countries in the average number of types of jurisdiction included in the legislation.

Other than records of the government, the participants noted that their legal jurisdiction extended most frequently over the records of public corporations and semigovernmental bodies (85%). This is in contrast to inclusion of records of estates and families (33%).
There is not much difference between the anglophone and francophone countries regarding each of the suggested types of jurisdiction. Only records of industries and, to a lesser extent, those of unions score significantly higher in francophone countries than in anglophone countries (57% versus 27% and 43% versus 27%).

2.2.4 Functions and activities

The participants were requested to indicate what functions and activities they were required or authorized to undertake by their legislation. Several functions and activities were

suggested in the questionnaire. Table 6 gives the number of countries that include the suggested functions and activities.

In 81% of the participating countries (22 of 27) the legislation authorizes both archival and records management functions. In 4 countries the legislation is limited to archival functions only: Kenya, Mauritius, Namibia and Niger. In the Central African Republic the legislation describes neither archival nor records management functions. It should be noted, however, that the fact that legislation does not mention functions and activities is no indication that those functions and activities are not being carried out.
In general the legislation more often authorizes archival functions than records management functions. This tendency is stronger in anglophone countries than in francophone countries.

In 11 countries (40%) the legislation includes all archival functions suggested in the questionnaire. Archival functions were surprisingly detailed in the legislation of anglophone countries: all countries have 6 or more archival functions in their legislation, whereas only 71% of the francophone countries have comperable coverage.
Practically all archival functions are mentioned in the anglophone legislation. Accessioning is mentioned most frequently (96%) and exhibitions, the least (67%)

In none of the participating countries were all suggested records management functions and activities mentioned in the legislation. The legislation of Burundi and Rwanda includes most functions. In the Central African Republic, Kenya, Mauritius, Namibia and Niger the legislation contains no records management functions. In general there is a substantial difference between the participating countries in the degree of detail of their legislation on records management functions. A significant difference between anglophone and francophone countries is found in the percentages on training of records personnel; this function is mentioned by 64% of the francophone countries and 27% of the anglophone countries.

2.2.5 Restrictions on access

The results of the survey show that 15 (56%) of the participating countries have legislation prescribing a closed period for most archives. The length of this period varies between 5 to 10 years (Chad) and 50 years (Nigeria); a period of 30 years is mentioned by 7 countries.
The closed period is mentioned more often in the anglophone legislation (82%) than in the legislation of the francophone countries (36%).

Table 1: Presence of legislation

	arab speaking	anglophone		francophone		total	
Act (and Regulations)	2	10	(91%)	7	(50%)	19	(70%)
Regulations only	-	1	(9%)	7	(50%)	8	(30%)
Total	2	11	(100%)	14	(100%)	27	(100%)

Table 2: Contents of legislation: definition of records and archives

	arab speaking	anglophone		francophone		total	
Legislation defines records and/or archives	2	10	(91%)	10	(71%)	22	(81%)
No definition	-	1	(9%)	4	(29%)	5	(19%)
Total	2	11	(100%)	14	(100%)	27	(100%)

Table 3: Contents of legislation: definition of types of archives

	arab speaking	anglophone		francophone		total	
Cartographic	2	10	(100%)	9	(90%)	21	(95%)
Architectural	2	10	(100%)	9	(90%)	21	(95%)
Photographic	2	9	(90%)	9	(90%)	20	(91%)
Sound recordings	1	9	(90%)	8	(80%)	18	(82%)
Machine-readable	2	8	(80%)	7	(70%)	17	(77%)
		10 = 100%		10 = 100%		22 = 100%	

Table 4: Contents of legislation: provisions for archival care

	arab speaking	anglophone		francophone		total	
Describe right to inspect all government records	1	10	(91%)	11	(79%)	22	(81%)
Forbid destruction of records without prior approval	1	10	(91%)	11	(79%)	22	(81%)
Prescribe organization of archival agency	1	8	(73%)	12	(86%)	21	(78%)
Prescribe custody of records of public body upon termination of functions	1	8	(73%)	11	(79%)	20	(74%)
Create advisory body on archival policy	1	10	(91%)	8	(57%)	19	(70%)
Regulates exportation of archives	2	8	(73%)	8	(57%)	18	(67%)
Define all records as government property	2	7	(64%)	7	(50%)	16	(59%)
Regulates retention of records	1	8	(73%)	6	(43%)	15	(56%)
Regulates recovering of strayed/stolen records	2	6	(55%)	7	(50%)	15	(56%)
Regulates determination of records as public records	1	7	(64%)	6	(43%)	14	(52%)
Prescribe qualifications of personnel	-	4	(36%)	5	(36%)	9	(33%)
		11 = 100%		14 = 100%		27 = 100%	

Table 5: Contents of legislation: jurisdiction of archival agency

	arab speaking	anglophone		francophone		total	
All government records	2	11	(100%)	13	(93%)	26	(96%)
Records of public corporations and semi-governmental bodies	2	9	(82%)	12	(86%)	23	(85%)
Records of universities	2	6	(55%)	9	(64%)	17	(63%)
Historical manuscript collections	2	5	(45%)	8	(57%)	15	(56%)
Records of industries and businesses	2	3	(27%)	8	(57%)	13	(48%)
Records of unions	2	3	(27%)	6	(43%)	11	(41%)
Records of religious organizations	2	4	(36%)	5	(36%)	11	(41%)
Personal papers	2	4	(36%)	4	(29%)	10	(37%)
Records of estates and families	2	3	(27%)	4	(29%)	9	(33%)
Others	2	4	(36%)	1	(7%)	7	(26%)
		11 = 100%		14 = 100%		27 = 100%	

Table 6A: Contents of legislation: functions and activities - archival functions

	arab speaking	anglophone		francophone		total	
Accessioning	2	11	(100%)	13	(93%)	26	(96%)
Appraisal/disposal	1	11	(100%)	13	(93%)	25	(93%)
Arrangement/description	2	11	(100%)	12	(86%)	25	(93%)
Repair/restoration	2	11	(100%)	10	(71%)	23	(85%)
Reference services	2	11	(100%)	10	(71%)	23	(85%)
Publications	2	10	(91%)	10	(71%)	22	(81%)
Reprography services	2	9	(82%)	10	(71%)	21	(78%)
Exhibitions	2	8	(73%)	8	(57%)	18	(67%)
Other functions	2	9	(82%)	6	(43%)	17	(63%)

Table 6B: Contents of legislation: functions and activities
- records management functions

	arab speaking	anglophone		francophone		total	
Surveying and scheduling	2	9	(82%)	9	(64%)	20	(74%)
Developing methods/norms re: records creation/ maintenance/use/disposal	1	6	(55%)	10	(71%)	17	(63%)
Establishing and operating records centres	2	6	(55%)	8	(57%)	16	(59%)
Developing programmes for vital records management	-	6	(55%)	8	(57%)	14	(52%)
Assisting agencies in developing records management programmes	1	6	(55%)	7	(50%)	14	(52%)
Providing technical assistance to agencies with records problems	1	6	(55%)	6	(43%)	13	(48%)
Training of records personnel	1	3	(27%)	9	(64%)	13	(48%)
Developing programmes for management of:							
- correspondence/forms/ reports/directives	-	4	(36%)	5	(36%)	9	(33%)
- mail/files/classification systems/office inventory	-	1	(9%)	3	(21%)	4	(15%)
- source data automation/ data processing/microforms	-	-		1	(7%)	1	(4%)

3 PERSONNEL

Participants were requested to provide information on the number and type of personnel they employed during 1980-1982, as well as on the training background of their staffs. Furthermore, they were requested to indicate the number of staff engaged in full-time records management.

3.1 Staffing situation, 1982

As shown in table 7, a total of 1685 positions (including vacancies) were authorized for the participating agencies in 1982. This figure is only 2% more than the total number of positions available in 1981, whereas in 1981 there had been a 10% increase. The growth of available positions therefore seems to have come to a halt; this conclusion applies to both the anglophone and francophone areas.

In general the participants do not have large staffs; in 74% of the countries the number of personnel is 30 or less. In the francophone area all but one country belong to this group; only Senegal employs significantly more personnel (62). The variation in size of staff is much larger between anglophone participants. Here 64% of the countries employ 30 or less staff members, whereas 27% employ 6 to 11 times as many personnel: Kenya and Sudan have 180 and Nigeria 342 staff members, while Burundi has the smallest staff with only one employee.

Also 27% of the available staff was engaged in full time records management. There is a very significant difference between the anglophone staffs engaged in full time records management (14%) and the francophone staffs (84%).

3.2 Composition of staff

In almost all participating countries at least one professional is employed by the archival agency (see table 8).
Only in Cameroon is there no professional.
Professionals comprise 24% of the total staff (see table 9), and their number increased slightly during 1980-1982.
There is a significant difference between francophone countries, where 42% of the total staff is professional, and anglophone countries, where this percentage is only 20%.

In about half of the participating countries no technician is employed (see table 8), although technicians comprise 11% of the total staffs (see table 9). There is no significant difference between anglophone and francophone countries in the technical component of their staffs.

Clerical staff is mentioned by 85% of the participants, with clerks comprising 20% of the total staffs. All anglophone countries mention clerical staff, whereas only 71% of the francophone countries employ clerks.

"Others" is a rather substantial staff group, which concludes security guards, attendants, maintenance personnel, cleaners, drivers, gardeners, etc. This group is reported by 70% of the participants: 91% of the anglophone countries and 57% of the francophone countries. "Others" comprise 28% of the total anglophone staff and 10% of the francophone staff. During 1980-1982 the perecentage of "others" in relation to the total staff decreased from 28% to 23%.

One third of the participants mention vacancies - 55% of the anglophone countries and 14% of the francophone countries. Vacancies comprise 23% of the total number of personnel: 24% in anglophone countries and 10% in francophone countries. The number of vacancies decreased in 1980/81 and increased in 1981/82.

It may be concluded that in both anglophone and francophone countries there is a shift towards a more professional staff. The number of professionals, technicians and clerical staff increased during 1980-1982, whereas the "others" decreased. The professional component is much stronger in francophone than in anglophone countries.

3.3 Education of staff

Table 10 shows that in almost all participating countries at least one professional staff member has a university or archival training background; only the archival agencies of Cameroon and Zimbabwe do not employ a trained professional. Professionals with archival training are lacking, however, in Egypt, Guinea, Nigeria and Sudan. Staff members with a university degree are almost always professionals. Only Egypt mentions a technician with university training.
Table 11 shows that the degree of training of professionals has changed little during the period 1980-1982. In 1982 a total of 24% of all professionals had had a university training. The number of university-trained personnel is significantly larger in francophone countries (31%) than in anglophone countries (12%). It should also be noted, however, that this number was 38% for francophone countries in 1980.

Personnel with archival training are found among both professionals and technicians, although to a lesser extent in the latter group.

Table 12 shows that the number of archivally trained professionals and technicians slightly increased during 1980-1982. The number of archivally trained professionals increased especially in francophone countries whereas the increase of trained technicians was concentrated in anglophone countries. The percentage archival trained professionals, in comparison to the total number of professionals in the area, is significantly higher in francophone countries (65%) than in anglophone countries (7%).

Table 7: Total positions available

	arab speaking	anglophone	francophone	total
1980	137 [1]	1117	245 [2]	1499 [3]
1981	148 [1]	1249 (+12%)	259 [2] (+6%)	1656 [3] (+10%)
1982	147	1276 (+2%)	262 (+1%)	1685 (+2%)

1) one country failed to reply; figure is an estimate.
2) two countries failed to reply; figure is an estimate.
3) three countries failed to reply; figure is an estimate.

Percentages give growth of staff in comparision with previous year.

Table 8: Presence of type of staff 1982 (at least one staff member)

	arab speaking	anglophone	francophone	total
Professional	2	11 (100%)	13 (93%)	26 (96%)
Technical	2	6 (55%)	7 (50%)	15 (56%)
Clerical	2	11 (100%)	10 (71%)	23 (85%)
Others	1	10 (91%)	8 (57%)	19 (70%)
Vacant	1	6 (55%)	2 (14%)	9 (33%)
		11 = 100%	14 = 100%	27 = 100%

Table 9: Composition of staff 1980-1982

	arab speaking	anglophone	francophone	total
Professional				
1980	38 (28%)	196 (18%)	95 (39%)	329 (22%)
1981	40 (27%)	224 (18%)	103 (40%)	367 (22%)
1982	44 (30%)	249 (20%)	109 (42%)	402 (24%)
Technical				
1980	13 (9%)	95 (9%)	36 (15%)	144 (10%)
1981	15 (10%)	120 (10%)	40 (15%)	175 (11%)
1982	16 (11%)	129 (10%)	37 (14%)	182 (11%)
Clerical				
1980	19 (14%)	192 (17%)	61 (25%)	272 (18%)
1981	23 (16%)	224 (18%)	62 (24%)	309 (19%)
1982	30 (20%)	237 (19%)	63 (24%)	330 (20%)
Others				
1980	33 (24%)	357 (32%)	26 (11%)	416 (28%)
1981	37 (25%)	410 (33%)	26 (10%)	473 (29%)
1982	3 (2%)	357 (28%)	26 (10%)	386 (23%)
Vacant				
1980	34 (25%)	277 (25%)	27 (11%)	338 (23%)
1981	33 (22%)	271 (22%)	28 (11%)	332 (20%)
1982	54 (37%)	304 (24%)	27 (10%)	385 (23%)

Figures expressed as percentages of total for each year.

Table 10: Presence of trained staff 1982 (at least one trained staff member)

	arab speaking	anglophone		francophone		total	
University:							
Professional	2	7	(64%)	11	(79%)	20	(74%)
Technical	1	-		-		1	(4%)
Other	-	-		1	(7%)	1	(4%)
Archival training:							
Professional	1	8	(73%)	12	(86%)	21	(78%)
Technical	1	3	(27%)	2	(14%)	6	(22%)
Other	-	1	(9%)	2	(14%)	3	(11%)

Table 11: Composition of staff with university training 1980-1982

	arab speaking	anglophone		francophone		total	
Professional							
1980	24 1)	22	(11%)	36	(38%)	82 1)	(25%)
1981	23 1)	26	(12%)	35	(34%)	84 1)	(23%)
1982	32	31	(12%)	34	(31%)	97	(24%)
Technical							
1980	1 1)	-		-		1 1)	(1%)
1981	1 1)	-		-		1 1)	(1%)
1982	1	-		-		1	(1%)
Others							
1980	- 1)	-		1	(1%)	1 1)	(0%)
1981	- 1)	-		1	(1%)	1 1)	(0%)
1982	-	-		1	(1%)	1	(0%)
Total							
1980	25 1)	22	(3%)	37	(17%)	84 1)	(7%)
1981	24 1)	26	(3%)	36	(16%)	86 1)	(6%)
1982	33	31	(3%)	35	(15%)	99	(8%)

1) one country failed to reply; figure is an estimate.

Figures are expressed in percentages of total staff of each group.

Table 12: Composition of staff with archival training 1980-1982

	arab speaking	anglophone		francophone		total	
Professional							
1980	3 1)	15	(8%)	56	(59%)	74 1)	(22%)
1981	3 1)	16	(7%)	64	(62%)	83 1)	(23%)
1982	10	18	(7%)	71	(65%)	99	(25%)
Technical							
1980	4 1)	3	(3%)	5	(14%)	12 1)	(8%)
1981	4 1)	3	(3%)	5	(13%)	12 1)	(7%)
1982	4	10	(8%)	5	(14%)	19	(10%)
Others							
1980	- 1)	-		1	(1%)	1 1)	(0%)
1981	- 1)	1	(0%)	3	(3%)	4 1)	(1%)
1982	-	1	(0%)	3	(3%)	4	(1%)
Total							
1980	7 1)	18	(2%)	62	(28%)	87 1)	(7%)
1981	7 1)	20	(2%)	72	(31%)	99 1)	(7%)
1982	14	29	(3%)	79	(34%)	122	(9%)

1) one country failed to reply; figure is an estimate.

Figures are expressed in percentages of total staff of each group.

4 BUILDINGS

The participants were requested to provide data on their main repository; date of construction, whether specially designed as an archival building, additions and renovations; security measures; facilities; and types of areas available.

4.1 Design

The archival buildings in the African region were all - with one exception - constructed in the 20th century; in Egypt the main repository was erected in 1830. About half of the repositories was constructed after 1960, in both the anglophone and francophone areas.
Botswana has the newest building; it was constructed in 1980-81.

A minority (26%) of the repositories was designed for archival purposes. These buildings are all of a recent date; the oldest building - in Namibia - was constructed in 1957. The purpose built repositories are concentrated in the anglophone area. About half (6) of the anglophone participants report such repositories, while only one francophone country reported a repository originally designed for archival purposes (Niger).

Renovations and additions to buildings were reported by about half of the participants; the percentages of anglophone and francophone participants were about equal. Renovations and additions were noted in repositories in all age categories. It is of interest that there is no significant difference between the percentages of renovated buildings originally designed as archival repositories (3 out of 7, i.e. 43%) and those designed for non-archival purposes (10 out of 20, i.e. 50%). Partitions and additions to offices and stack areas were the most frequently revisions reported by the participants.

4.2 Security

Participants were requested to indicate the type of security and prevention facilities available in their main repository. Several suggested types were included in the questionnaire. Table 13 gives the countries where the suggested facilities were available.

Security and prevention measures and facilities were less frequently available in buildings in francophone countries than in anglophone countries. Three francophone countries noted that their repositories had none of the suggested facilities; Central African Republic, Congo and Rwanda.

The three countries whose repositories included all of the suggested security facilities belong to the anglophone group; Botswana, Nigeria and Zimbabwe.

Fire extinguishing facilities score the highest in both anglophone countries (100%) and francophone countries (50-64%). It should be noted, however, that in most cases only hand extinguishers were available. Nigeria reported a sprinkler system, whereas Botswana and Namibia mentioned an automatic CO_2 defense system. An automatic heat/smoke/fire detection system was available only in 5 anglophone countries.

A 24-hour guard force and/or burglar alarm system was reported by all anglophone participants and about half of the francophone participants.

The direct influence of sunlight and the climate (temperature, humidity) have a direct impact on the physical state of records. Protection of records against sunlight (by eliminating windows in stack areas or by protective measures) occured in 82% of the anglophone countries and in about half of the francophone countries. Air conditioning and humidity control in stack areas was reported by half the anglophone and none of the francophone countries.

4.3 Space availability

Regarding the functional partitioning of buildings, three major space categories could be identified: public areas, administrative areas and operations areas. The questionnaire mentioned several types of areas within each of these categories. The responses are shown in table 14. In general it appears that the repositories in anglophone countries include significantly more different areas in each category than those in francophone countries.

A research room is without a doubt the most important public area, yet two francophone countries lack such an area; Chad and Rwanda. A reference library is mentioned by about half the participants and is more often available in anglophone countries (64%) than in francophone countries (43%).
A minority of the participants had an exhibition area available; about half of the anglophone countries but only 38% of the francophone countries.
An auditorium was available in the Kenya and Zimbabwe repositories.

Not surprisingly offices scored highest in the category of administrative areas.
Supply and mail rooms were mentioned most often by anglophone respondents.

When looking at operations areas, it is significant that archives storage is lacking in at least 4 francophone countries; the Central African Republic, Chad, Gabon and Zaire. The important restoration and reprography laboratories are available in one third to one half of all of the archival agencies which responded.

Note: Some countries failed to reply; in which case a second figure indicates the maximum possible percentage (i.e. includes those without reply as well).

Table 13: Security facilities

	anglophone	francophone	total
Fire extinguishing facilities	100%	50-64%	70-78%
Guard, burglar alarm	100%	43-50%	63-67%
No windows or sunlight protection	82%	43-57%	59-67%
Airconditioning in stack areas	55%	0-7%	22-26%
Heat/smoke/fire detection	45%	0-7%	19-22%

Table 14A: Space availability - public areas

	anglophone	francophone	total
Research rooms	100%	64-86%	78-93%
Cloak rooms, lavatories	91%	50-79%	67-85%
Reference library	64%	21-43%	41-56%
Public reception	73%	14-38%	37-52%
Exhibition area	45%	14-38%	30-44%
Auditorium	18%	0-21%	7-22%
Other public rooms	27%	7-29%	15-30%

Table 14B: Space availability - administrative areas

	anglophone	francophone	total
Offices	100%	79-100%	85-100%
Supply storage	64-73%	21-50%	41-63%
Mail room	55%	21-43%	33-48%
Conference/training room	45%	21-43%	30-44%
Lounge, lunch room	36%	14-36%	22-37%
Other administrative areas	18%	14-36%	15-30%

Table 14C: Space availability - operations areas

	anglophone	francophone	total
Archives storage	100%	50-71%	70-85%
Temporary storage	64%	64-86%	59-74%
Loading dock	73%	7-29%	37-52%
Restoration laboratory	45%	29-50%	33-48%
Reprography laboratory	36%	21-43%	30-44%
Fumigation, cleaning areas	27%	7-29%	19-33%
Other operations areas	36%	7-29%	19-33%

5 STORAGE FACILITIES AND EQUIPMENT

The participants were requested to indicate what types of equipment they had available for use. The questionnaire suggested various types within four categories:

- o storage facilities
- o preservation and restoration equipment
- o reprography and reference service equipment
- o automatic and electronic equipment

5.1 Storage facilities

As is shown in table 15, open metal shelving was most frequently used by the participants. In anglophone countries, however, industrial metal shelving is used more often (64%) than open metal shelving (45%). None of the participants reported the use of mobile shelving.

5.2 Preservation and restoration equipment

This category of equipment was available in only a few of the participating agencies, as shown in table 16. About 40% of the participants reported that they had no preservation and restoration equipment; in francophone countries this percentage was significantly higher (57%) than in anglophone countries (27%).

5.3 Reprography and reference service equipment

Table 17 shows the availability of this category of equipment. In the francophone area 43% reported that no reprography and reference service equipment was available, whereas in the anglophone area only one country lacked this equipment (Uganda).

For all types of equipment the anglophone countries scored significantly higher than francophone countries. About 30% more anglophone countries had an electrostatic copier and microform equipment available. Sound recording listening equipment was available in about half the anglophone countries, whereas only one francophone country had this type of equipment.

5.4 Automatic and electronic equipment

This type of equipment was reported by only two anglophone countries: Zambia (automatic typewriter) and Namibia (automatic typewriter and computer terminal).

Note: Some participants failed to reply; in which case a second figure indicates the maximum possible percentage (i.e. includes those without reply as well).

Table 15: Storage facilities

	anglophone	francophone	total
Open metal shelving	45%	64-79%	56-67%
Industrial metal shelving	64%	21-36%	37-48%
Mobile shelving	-	0-14%	0-11%
Other metal shelving	-	7-21%	4-15%
Map/plan cabinets	73%	36-57%	48-63%
Steel filing cabinets	55%	36-57%	41-56%
Microform cabinets	55%	7-29%	30-44%
Other metal cabinets	27%	7-29%	15-30%

Table 16: Preservation and restoration equipment

	anglophone	francophone	total
Binding equipment	55%	29-43%	41-48%
Vacuum fumigator	36%	7-21%	22-30%
Records cleaning equipment	18%	7-21%	11-19%
Thermoplastic laminator	18%	0-14%	7-15%
Hand lamination equipment	18%	0-14%	7-15%
Humidification chamber	9%	0-14%	4-11%
Deacidification equipment	9%	0-14%	4-11%
Encapsulation equipment	9%	0-14%	4-11%
Leaf-casting equipment	-	0-14%	0-7%
Others	9%	0-14%	4-11%

Table 17: Reprography and reference service equipment

	anglophone	francophone	total
Electrostatic copier	73%	43%	56%
Microform reader	64%	29-36%	48-52%
Microform camera	64%	29-36%	48-52%
Microform reader/printer	64%	29-36%	44-48%
Microform developer/processor	45%	36-43%	41-44%
Sound recording listening equipment	55%	7-14%	30-33%
Still photographic equipment	36%	14-21%	26-30%
Motion picture viewing equipment	27%	7-14%	19-22%
Sound recording reproduction equipment	27%	0-7%	15-19%
Motion picture reproduction equipment	9%	0-7%	4-7%
Other	9%	7-14%	7-11%

6 HOLDINGS

The participants had great difficulty in providing detailed replies to the section on holdings in the questionnaire. Acceptable figures were finally arrived at by narrowing down the questionnaire to whether or not the various types of archives were kept during at least one year of the periode 1980-1982.
Table 18 gives the limited responses.

In four countries the holdings were limited to conventional archives: in Cameroon, Chad, Rwanda and the Seychelles. Five countries had six or more categories of archives in their repositories: Nigeria, Mauritius, Sudan, Uganda and Zambia.

Anglophone countries kept significantly more library materials (82%) than francophone countries (14-50%). This conclusion applies also to audiovisual archives, which were kept by 82% of the anglophone countries and 14-43% of the francophone countries.
It should be noted that audiovisual archives comprised mostly photographs and sound recordings; only three anglophone countries reported holdings of motion pictures.

Note: Several participants failed to reply to one or more elements of the question; in which case a second figure indicates the maximum percentage possible ("no reply" added to those who indicated presence of holdings).

Table 18: Types of holdings

	anglophone	francophone	total
Conventional	100%	50-100%	70-100%
Library	82%	14-50%	44-67%
Cartographic	64-82%	21-71%	41-78%
Audiovisual	82%	14-43%	41-59%
Microform	64%	14-50%	37-59%
3 dimensional objects	18-27%	7-43%	15-41%
Drawings and prints	18-27%	7-50%	11-41%
Machine readable	18%	7-43%	11-33%

7 OPERATIONS AND SERVICES

The participants replied with significant reservation to the detailed paragraphs on operations and services in the questionnaire. However, it was possible to indicate which operations and services were carried out at least once during 1980-1982. Furthermore it was possible to draw a limited conclusion on the average number of visitors during the 1980-1982 period.

7.1 Operations

Four countries indicated that they carried out all operations mentioned in table 19: Mauritius, Nigeria, Sudan and Zambia. Remarkably, however, another four countries stated that they did not carry out any of the suggested operations in 1980-1982: Burundi, the Central African Republic, Lesotho and Upper Volta.

Table 19 shows a significant difference between anglophone and francophone countries regarding involvement in two operations. Substantially more anglophone countries carried out preservation operations (82%-91%) than francophone countries (36-57%). Arrangement and description also scored higher in anglophone (82%) than in francophone countries (50-64%).

7.2 Services

There was a significant difference between participating countries with regard to the average number of visitors during 1980-1981. Chad, Rwanda and Upper Volta reported no visitors for the years 1980-1981, whereas Mauritius, Nigeria, Senegal and Zaire had over 500 visitors yearly.

Table 20 reveals that anglophone countries carried out the listed services more frequently than francophone countries. Anglophone countries scored significantly higher for educational/ cultural and research room activities (visitors and inquiries).

Note: Several participants failed to reply to one or more elements of the question; in which case a second figure indicates the maximum percentage possible ("no reply" added to those who carried out the operations).

Table 19: Operations carried out at least once during 1980-1982

	anglophone	francophone	total
Arrangement/description	82%	50-64%	63-74%
Appraisal/disposal	73%	43-64%	56-70%
Preservation	82-91%	36-57%	52-70%
Publications	64%	43-57%	52-63%
Repography/reproduction	55%	29-50%	41-56%
Restoration	45%	36-43%	41-48%

Table 20: Services carried out at least once during 1980-1982

	anglophone	francophone	total
Visitors and inquiries	100%	64-79%	78-89%
Educational/cultural activities	73%	36-43%	52-59%
Reprography/reproduction	45-64%	29-36%	37-52%
Loans of records	27-36%	14-21%	19-33%

8 CONCLUSION AND RECOMMENDATIONS

8.1 Legislation

Although in most countries there was a records and/or archives act, sometimes supported by additional regulations, there is still a substantial number of countries where archival activities are based upon regulations only. Furthermore two of the participating countries attempted to make use of respectively a foreign act and outdated legislation.

As to the content of archival legislation, the following observations can be made:

a. In only 73% of the countries was the definition of records and archives broad enough to include cartographic-, architectural-, photographic- and machine-readable archives and sound recordings.

b. Of the provisions for archival care, the right to inspect all government records and the prohibition of destruction of records without prior approval of the archival agency were most frequently reported. Provisions for the organization of an archival agency and the creation of an advisory body were frequently included in archival legislation whereas qualifications of personnel were least frequently mentioned.

c. The legal jurisdiction of archival agencies in many cases extended over alle records of the government at the national level as well as at the provincial and municipal levels. Frequently jurisdiction also extended over records of public corporations and semi-governmental bodies.

d. In general the legislation specified more archival functions than records management functions and services, especially accessioning, appraisal/disposal, arrangement/description, repair/restoration and reference services. There was great variation in the degree of detail of the legislation of the participating countries, relating to records management.

e. Over half of the participants reported that their legislation restricts the accessibility of archives through closed periods ranging from 5 to 50 years.

RECOMMENDATIONS:

- All countries should aim at having their archival services and systems based upon a records and archives act.

- Records and archives acts should specify rights and duties in the field of archives and records management in much more detail.

8.2 Personnel

The growth of available positions seems to have come to a halt: in 1981 there was a 10% increase, in 1982 only 2%. In most countries the staff of the archival agencies was very small.

In almost all countries at least one professional was employed by the archival agency; the professionals comprise only 24% of the total staff. In about half of the countries no technician was employed; technicians comprise 11% of the average staff. Clerical staff was reported by 85% of the countries; this group comprises 20% of the total staff. One third of the countries reported vacancies. Personnel with archival training background was found among both professional staff and technicians, but constitute only, respectiviley, 25% and 10% of the total staff.

RECOMMENDATIONS:

- The total number of staff members should be increased in almost all countries, especially the professional and technical components of the staff.

- The number of professional and technical staff with archival training should be increased.
  For this purpose regional training centres should be founded and short training courses and seminars should be organized. UNESCO, ICA and ICA's regional branches should develop and conduct such a training programme.

8.3 Buildings

Only 26% of the repositories were specifically designed for archival purposes, the remaining agencies were housed in buildings originally designed for other purposes.

As to security and prevention facilities, in most repositories fire extinguishing facilities, guards,burglar alarms and sunlight protection were available. Only a quarter of the repositories had airconditioning and humidity controls.

Regarding the functional partitioning of buildings, in two

countries a research room was lacking. About half of the participants had a reference library. Offices were available in all countries.
Quite remarkable is the fact that archives storage was lacking in at least four countries. Restoration and reprography laboratories were available in between one-third to one-half of the archival agencies.

RECOMMENDATIONS:

- All countries should aim at housing their archival agencies in repositories which meet basic professional and technical standards.
- All repositories should possess fire extinguishing facilities, guards, burglar alarms, sunlight protection, airconditioning and humidity control.
- In all repositories adequate archives storage, space, research rooms, and restoration and reprography laboratories should be available.

8.4 Storage facilities and equipment

No country used a mobile shelving system; most countries used open metal shelving facilities. Preservation and restoration equipment was not available in about 40% of the countries. About half of the participants had an electrostatic copier, a microform reader, a microform camera and a microform reader/printer. It should be noted, however, that 43% of the francophone African countries had no reprography and reference service equipment.
Only two countries made use of automatic and electronic equipment.

RECOMMENDATIONS:

- The availability of preservation/restoration and reprography/reference service equipment should be extended. Furthermore the introduction of automatic and electronic equipment should be studied further.

8.5 Holdings

In four countries the holdings were limited to conventional archives; five countries had six or more physical types of archives in their repositories. About half of the

countries had libraries and cartographic and audiovisual archives (mostly photographs and sound recordings). Only a small number of countries had microforms, three-dimensional objects, drawings, prints or machine-readable material.

RECOMMENDATION:

- Every effort should be made to add other than conventional archives to holdings, as these additional categories complement the data which archival agencies have available for the administration, the citizen and the professional and amateur researcher.

8.6 Operations and services

Most countries carried out the operations of arrangement/description, appraisal/disposal, preservation, publications, reprography, reproduction and restoration.

Regarding the number of visitors, 1980-1981, three countries reported no visitors during this period, while four countries had over 500 visitors annualy.

About half of the countries provided services in the field of reprography and reproduction, and through educational/cultural activities.

RECOMMENDATIONS:

- Archival agencies should carry out at least the basic operations which may be expected of them: arrangement and description, appraisal/disposal, preservation, publications, reprography/reproduction and restoration.
- In all countries archival agencies should as a minimum be in a position to receive visiting researchers, provide information upon request, carry out educational and cultural activities, and provide reproduction services.
- UNESCO, ICA and ICA's regional branches should stimulate archival agencies in becoming properly functioning service institutions; regional and international planning and cooperation can lead to positive results in this area.

9 TABULATION OF RESPONSES

This chapter comprises a tabulation of responses by individual participants to the questionnaire "Survey of Archival and Records Management Systems and Services 1982".

The analyses of responses in the previous chapters are based upon and refer to this tabulation.

Tabulation 1: Presence of legislation

● = yes
O = no

	Records and/or Archives Act (and additional regulations)	Regulations only
Algeria	●	O
Benin	O	●
Botswana	●	O
Burundi	●	O
Cameroon	●	O
Centr Afr Rep	●	O
Chad	O	●
Congo	O	●
Egypt	●	O
Gabon	O	●
Guinea	●	O
Kenya	●	O
Lesotho	●	O
Malawi	●	O
Mauritius	●	O
Niger	O	●
Nigeria	●	O
Rwanda	O	●
Senegal	●	O
Seychelles	●	O
SWA/Namibia	●	O
Sudan	●	O
Upper Volta	O	●
Uganda	O	●
Zaire	●	O
Zambia	●	O
Zimbabwe	●	O

Tabulation 2: Definition of records and archives

● = yes
O = no

	legislation defines records	legislation defines archives	definition includes cartographic archives	definition includes architectural archives	definition includes photographs	definition includes sound recordings	definition includes machine-readable archives
Algeria	●	O	●	●	●	●	●
Benin	●	●	●	●	●	●	●
Botswana	●	●	●	●	●	●	●
Burundi	●	●	●	●	●	●	●
Cameroon	O	O	O	O	O	O	O
Centr Afr Rep	●	●	O	O	O	O	O
Chad	●	●	●	●	●	O	O
Congo	●	●	●	●	●	●	●
Egypt	O	●	●	●	●	O	O
Gabon	●	●	●	●	●	●	●
Guinea	●	●	●	●	●	●	●
Kenya	●	●	●	●	●	●	●
Lesotho	●	●	●	●	●	●	●
Malawi	●	●	●	●	●	●	●
Mauritius	●	●	●	●	●	●	●
Niger	O	O	O	O	O	O	O
Nigeria	●	●	●	●	O	O	O
Rwanda	O	O	O	O	O	O	O
Senegal	O	●	●	●	●	●	●
Seychelles	●	●	●	●	●	●	●
SWA/Namibia	O	●	●	●	●	●	●
Sudan	●	O	●	●	●	●	●
Upper Volta	O	O	O	O	O	O	O
Uganda	O	O	O	O	O	O	O
Zaire	●	●	●	●	●	●	●
Zambia	●	●	●	●	●	●	●
Zimbabwe	●	●	●	●	●	●	●

Tabulation 3: Provisions for archival care

● = yes
O = no
. = no data

	The legislation:	includes the right to inspect all government records	forbids destruction of records without prior approval archivist	describes all records as government property	authorizes custody records public body upon termination functions	requires approval retention of records beyond date transfer	authorizes determination of certain records as public records	creates advisory body	prescribes organization archives	specifies qualifications archival personnel	authorizes archives to recover strayed/stolen public records	forbids/regulates exportation of archives and manuscripts
Algeria		●	●	●	●	●	●	●	●	●	●	●
Benin		O	●	O	●	O	O	●	O	O	O	O
Botswana		●	●	●	●	●	●	●	●	●	●	●
Burundi		●	●	●	●	●	●	●	●	●	●	●
Cameroon		●	●	●	●	●	●	●	●	●	●	●
Centr Afr Rep		O	O	O	O	O	O	O	O	O	O	O
Chad		●	●	●	●	●	●	●	●	●	●	●
Congo		●	●	●	●	●	●	●	●	●	●	●
Egypt		●	●	●	●	●	●	●	●	●	●	●
Gabon		●	●	●	●	●	●	●	●	●	●	●
Guinea		●	●	●	●	●	●	●	●	●	●	●
Kenya		●	●	●	●	●	●	●	●	●	●	●
Lesotho		●	●	●	●	●	●	●	●	●	●	●
Malawi		●	●	●	●	●	●	●	●	●	●	●
Mauritius		●	●	●	●	●	●	●	●	●	●	●
Niger		●	●	●	●	●	●	●	●	●	●	●
Nigeria		●	●	●	●	●	●	●	●	●	●	●
Rwanda		●	●	●	●	●	●	●	●	●	●	●
Senegal		●	●	●	●	●	●	●	●	●	●	●
Seychelles		●	●	●	●	●	●	●	●	●	●	●
SWA/Namibia		●	●	●	●	●	●	●	●	●	●	●
Sudan		●	●	●	●	●	●	●	●	●	●	●
Upper Volta		●	●	●	●	●	●	●	●	●	●	●
Uganda		●	●	●	●	●	●	●	●	●	●	●
Zaire		●	●	●	●	●	●	●	●	●	●	●
Zambia		●	●	●	●	●	●	●	●	●	●	●
Zimbabwe		O	O	O	O	O	O	O	O	O	O	O

Tabulation 4: Jurisdiction of archival agency

● = yes
O = no
. = no data

	Legislation extends jurisdiction agency over records of:	national (central) government	provincial government	municipal/local government	public corporations and semi-governmental bodies	industries and businesses	unions	universities/colleges	religious organizations	estates and families	persons	historical manuscript collections	others
Algeria		●	●	●	●	●	●	●	●	●	●	●	●
Benin		●	●	●	●	●	●	●	●	●	●	●	●
Botswana		●	●	●	●	●	●	●	●	●	●	●	●
Burundi		●	●	●	●	●	●	●	●	●	●	●	●
Cameroon		●	●	●	●	●	●	●	●	●	●	●	●
Centr Afr Rep		●	●	●	●	●	●	●	●	●	●	●	●
Chad		●	●	●	●	●	●	●	●	●	●	●	●
Congo		●	●	●	●	●	●	●	●	●	●	●	●
Egypt		●	●	●	●	●	●	●	●	●	●	●	●
Gabon		●	●	●	●	●	●	●	●	●	●	●	●
Guinea		●	●	●	●	●	●	●	●	●	●	●	●
Kenya		●	●	●	●	●	●	●	●	●	●	●	●
Lesotho		●	●	●	●	●	●	●	●	●	●	●	●
Malawi		●	●	●	●	●	●	●	●	●	●	●	●
Mauritius		●	●	●	●	●	●	●	●	●	●	●	●
Niger		●	●	●	●	●	●	●	●	●	●	●	●
Nigeria		●	●	●	●	●	●	●	●	●	●	●	●
Rwanda		●	●	●	●	●	●	●	●	●	●	●	●
Senegal		●	●	●	●	●	●	●	●	●	●	●	●
Seychelles		●	●	●	●	●	●	●	●	●	●	●	●
SWA/Namibia		●	●	●	●	●	●	●	●	●	●	●	●
Sudan		●	●	●	●	●	●	●	●	●	●	●	●
Upper Volta		●	●	●	●	●	●	●	●	●	●	●	●
Uganda		●	●	●	●	●	●	●	●	●	●	●	●
Zaire		●	●	●	●	●	●	●	●	●	●	●	●
Zambia		●	●	●	●	●	●	●	●	●	●	●	●
Zimbabwe		●	●	●	●	●	●	●	●	●	●	●	●

Tabulation 5: Archival functions

● = yes O = no - = no data	appraisal and disposal	accessioning	repair and restoration	arrangement and description	reference service	reprographic service	publications	exhibitions	other archival functions
Algeria	●	●	●	●	●	●	●	●	●
Benin	●	●	●	●	●	●	●	●	●
Botswana	●	●	●	●	●	●	●	●	●
Burundi	●	●	●	●	●	●	●	●	●
Cameroon	●	●	●	●	●	●	●	●	●
Centr Afr Rep	O	O	O	O	O	O	O	O	O
Chad	●	●	●	●	●	●	●	●	●
Congo	●	●	●	●	●	●	●	●	●
Egypt	O	●	●	●	●	●	●	●	●
Gabon	●	●	●	●	●	●	●	●	●
Guinea	●	●	●	●	●	●	●	●	●
Kenya	●	●	●	●	●	●	●	●	●
Lesotho	●	●	●	●	●	●	●	●	●
Malawi	●	●	●	●	●	●	●	●	●
Mauritius	●	●	●	●	●	●	●	●	●
Niger	●	●	O	●	O	O	O	O	O
Nigeria	●	●	●	●	●	●	●	●	●
Rwanda	●	●	●	●	●	●	●	●	●
Senegal	●	●	●	●	●	●	●	●	●
Seychelles	●	●	●	●	●	●	●	●	●
SWA/Namibia	●	●	●	●	●	●	●	●	●
Sudan	●	●	●	●	●	●	●	●	●
Upper Volta	●	●	●	●	●	●	●	●	●
Uganda	●	●	●	●	●	●	●	●	●
Zaire	●	●	O	O	O	O	O	O	O
Zambia	●	●	●	●	●	●	●	●	●
Zimbabwe	●	●	●	●	●	●	●	●	●

Tabulation 6: Records management functions

● = yes
O = no
.. = no data

	surveying/scheduling	establishing and operating records centres	developing programmes management correspondence, forms, reports etc	developing programmes management source data information etc	developing programmes management mail, files, file class. systems etc.	developing programmes for vital records management	developing government-wide methods norms and standards re creation/use/ /disposal records	training records personnel	assisting agencies in developing records management programmes	providing technical assistance to agencies with records problems
Algeria	●	●	O	O	O	O	●	●	O	●
Benin	●	●	O	O	O	O	●	●	O	●
Botswana	O	O	O	O	O	O	O	O	O	O
Burundi	O	O	O	O	O	O	O	O	O	O
Cameroon	O	O	O	O	O	O	O	O	O	O
Centr Afr Rep	O	O	O	O	O	O	O	O	O	O
Chad	O	O	O	O	O	O	O	O	O	O
Congo	O	O	O	O	O	O	O	O	O	O
Egypt	●	●	●	●	●	●	●	●	●	●
Gabon	O	O	O	O	O	O	O	O	O	O
Guinea	O	O	O	O	O	O	O	O	O	O
Kenya	●	●	●	●	●	●	●	●	●	●
Lesotho	O	O	O	O	O	O	O	O	O	O
Malawi	O	O	O	O	O	O	O	O	O	O
Mauritius	●	●	●	●	●	●	●	●	●	●
Niger	O	O	O	O	O	O	O	O	O	O
Nigeria	●	●	●	●	●	●	●	●	●	●
Rwanda	O	O	O	O	O	O	O	O	O	O
Senegal	●	●	●	●	●	●	●	●	●	●
Seychelles	O	O	O	O	O	O	O	O	O	O
SWA/Namibia	O	O	O	O	O	O	O	O	O	O
Sudan	●	●	●	●	●	●	●	●	●	●
Upper Volta	O	O	O	O	O	O	O	O	O	O
Uganda	●	●	●	●	●	●	●	●	●	●
Zaire	O	O	O	O	O	O	O	O	O	O
Zambia	●	●	●	●	●	●	●	●	●	●
Zimbabwe	●	●	O	O	O	O	●	●	O	●

Tabulation 7: Restrictions in accessibility

● = yes O = no	The legislation: prescribes closed period	charges fee for services
Algeria	O	O
Benin	O	O
Botswana	●	O
Burundi	●	O
Cameroon	O	O
Centr Afr Rep	O	O
Chad	●	O
Congo	●	O
Egypt	●	O
Gabon	●	O
Guinea	O	O
Kenya	●	●
Lesotho	●	●
Malawi	O	O
Mauritius	O	●
Niger	O	O
Nigeria	●	O
Rwanda	O	O
Senegal	O	O
Seychelles	●	●
SWA/Namibia	●	●
Sudan	●	●
Upper Volta	O	O
Uganda	O	O
Zaire	●	O
Zambia	●	●
Zimbabwe	●	O

Tabulation 8: Presence of sorts of staff

● = yes ○ = no	During 1982 the staff comprised at least one staff member of the category:	professional staff	technical staff	clerical staff	others	vacant positions
Algeria	●	●	●	●	○	○
Benin	●	●	●	●	○	○
Botswana	●	●	○	●	●	○
Burundi	●	●	○	○	○	○
Cameroon	○	●	●	●	●	○
Centr Afr Rep	●	●	●	●	○	○
Chad	●	●	○	●	○	●
Congo	●	●	○	○	○	○
Egypt	●	●	●	●	●	●
Gabon	●	●	●	●	●	○
Guinea	●	●	○	●	●	○
Kenya	●	●	●	●	●	○
Lesotho	●	●	○	●	○	○
Malawi	●	●	○	●	●	○
Mauritius	●	●	●	●	●	○
Niger	●	●	○	○	●	○
Nigeria	●	●	●	●	●	○
Rwanda	●	●	○	●	○	○
Senegal	●	●	●	●	●	●
Seychelles	●	●	●	●	●	●
SWA/Namibia	●	○	●	●	●	●
Sudan	●	●	●	●	●	●
Upper Volta	●	○	○	●	●	○
Uganda	●	○	●	●	●	●
Zaire	●	●	●	●	●	○
Zambia	●	●	●	●	●	●
Zimbabwe	●	●	●	●	●	●

Tabulation 9: Presence of trained staff

● = yes
O = no

During 1982 the staff comprised at least one staff member of the category:

	university trained professional	archival trained professional	university trained technicians	archival trained technicians	university trained others	archival trained others
Algeria	●	●	O	O	O	O
Benin	●	●	O	O	O	O
Botswana	O	●	O	O	O	O
Burundi	O	●	O	O	O	O
Cameroon	●	●	O	O	O	O
Centr Afr Rep	●	●	O	O	O	O
Chad	●	●	O	O	O	O
Congo	●	O	O	O	O	O
Egypt	●	●	●	●	O	O
Gabon	●	O	O	O	O	O
Guinea	●	●	O	O	O	O
Kenya	●	●	O	●	●	●
Lesotho	●	●	O	O	O	O
Malawi	●	●	O	O	O	O
Mauritius	●	●	O	O	●	●
Niger	●	●	O	O	O	O
Nigeria	O	O	O	O	O	O
Rwanda	●	●	O	O	O	O
Senegal	O	●	O	O	O	O
Seychelles	●	●	O	O	●	●
SWA/Namibia	●	O	O	●	O	O
Sudan	●	●	O	O	O	O
Upper Volta	●	●	O	O	O	O
Uganda	●	●	O	O	O	O
Zaire	●	●	O	O	O	O
Zambia	O	●	O	O	O	O
Zimbabwe	O	O	O	O	O	O

Tabulation 10: Design of buildings

● = yes O = no ' = no data	Building constructed: before 1901	1901-1920	1921-1940	1941-1960	1961-1980	Building specially designed	Additions/renovations
Algeria	O	O	O	O	●	●	●
Benin	●	O	O	O	O	O	●
Botswana	O	O	O	O	O	O	●
Burundi	O	O	O	O	O	O	●
Cameroon	O	O	●	O	O	O	●
Centr Afr Rep	O	O	O	O	O	O	●
Chad	●	O	O	O	O	O	●
Congo	O	O	O	O	●	O	●
Egypt	●	O	O	O	●	O	●
Gabon	O	O	O	O	●	O	●
Guinea	O	O	●	O	●	O	●
Kenya	O	O	O	O	●	O	●
Lesotho	O	O	O	O	●	O	●
Malawi	O	O	O	O	●	O	●
Mauritius	O	O	O	O	●	O	●
Niger	O	O	O	O	●	O	●
Nigeria	O	O	O	●	●	O	●
Rwanda	O	O	O	●	●	O	●
Senegal	O	O	O	●	●	O	●
Seychelles	●	O	O	●	●	O	●
SWA/Namibia	O	O	O	●	●	O	●
Sudan	O	O	O	●	●	O	●
Upper Volta	O	O	O	O	●	O	●
Uganda	O	●	O	O	●	O	●
Zaire	O	●	O	O	●	O	●
Zambia	O	O	O	O	●	O	●
Zimbabwe	O	O	O	O	●	O	●

Tabulation 11: Security facilities in buildings

● = yes O = no " = no data	no windows or protection against sunlight in stack areas	airconditioning and humidity-control in stack areas	24-hour guard force or burglar alarm	automatic heat/smoke/fire detection system	fire extinguishing facilities
Algeria	●	O	O	O	O
Benin	●	O	●	O	O
Botswana	●	●	●	O	●
Burundi	●	O	●	O	●
Cameroon	●	O	O	O	●
Centr Afr Rep	O	O	O	O	O
Chad	O	O	O	O	O
Congo	O	O	O	O	O
Egypt	O	O	O	O	O
Gabon	●	O	●	O	●
Guinea	●	O	●	O	●
Kenya	O	O	●	O	●
Lesotho	●	O	●	O	●
Malawi	●	O	●	O	●
Mauritius	●	O	●	O	●
Niger	O	O	●	O	●
Nigeria	●	●	●	●	●
Rwanda	O	O	O	O	O
Senegal	O	O	●	O	●
Seychelles	●	●	●	O	●
SWA/Namibia	●	O	●	O	●
Sudan	●	●	●	●	●
Upper Volta	O	O	O	O	O
Uganda	●	O	●	O	●
Zaire	●	●	●	●	●
Zambia	●	●	●	●	●
Zimbabwe	●	●	●	●	●

Tabulation 12: Public areas in buildings

● = yes
O = no
- = no data

	public reception	cloak rooms, lavatories	research room	reference library	exhibition area	auditorium	other public areas
Algeria	●	O	●	●	●	O	●
Benin	O	O	●	O	O	O	●
Botswana	●	●	●	●	●	O	●
Burundi	●	●	●	●	●	O	●
Cameroon	●	●	●	●	●	O	●
Centr Afr Rep	O	●	●	O	O	O	O
Chad	O	●	O	O	O	O	O
Congo	O	●	●	●	●	O	O
Egypt	O	●	●	●	●	O	O
Gabon	O	O	●	O	O	O	O
Guinea	●	●	●	●	O	O	O
Kenya	●	●	●	●	O	●	O
Lesotho	O	O	●	O	O	O	O
Malawi	●	●	●	●	O	O	O
Mauritius	O	●	●	●	●	O	O
Niger	●	●	●	●	O	O	O
Nigeria	●	●	●	●	O	O	O
Rwanda	O	●	●	O	O	O	O
Senegal	O	●	●	O	O	O	O
Seychelles	●	●	●	O	O	O	O
SWA/Namibia	O	●	●	●	O	O	O
Sudan	●	●	●	●	O	O	O
Upper Volta	●	●	●	●	O	O	O
Uganda	●	●	●	O	O	O	O
Zaire	O	O	●	O	O	O	O
Zambia	O	●	●	O	●	O	●
Zimbabwe	●	●	●	O	●	●	●

Tabulation 13: Administrative areas in buildings

● = yes
O = no
- = no data

	offices	conference/training rooms	lounge/lunch/smoking room	mail room	supply storage	other administrative areas
Algeria	●	●	O	O	O	O
Benin	●	O	O	O	O	O
Botswana	●	●	O	O	O	O
Burundi	●	O	O	O	O	O
Cameroon	●	O	O	O	O	O
Centr Afr Rep	●	O	O	O	O	O
Chad	●	O	O	O	O	O
Congo	●	O	O	O	O	O
Egypt	●	●	O	●	●	●
Gabon	●	O	O	O	O	O
Guinea	●	O	O	●	O	O
Kenya	●	●	O	●	●	●
Lesotho	●	O	O	O	O	O
Malawi	●	●	●	●	●	●
Mauritius	●	●	●	●	●	●
Niger	●	O	O	O	O	O
Nigeria	●	●	●	O	O	O
Rwanda	●	O	O	O	O	O
Senegal	●	●	●	O	O	O
Seychelles	●	O	O	O	O	O
SWA/Namibia	●	O	O	O	O	O
Sudan	●	O	●	●	●	●
Upper Volta	●	O	O	O	O	O
Uganda	●	O	O	O	O	O
Zaire	●	O	O	O	-	O
Zambia	●	●	●	●	●	●
Zimbabwe	●	●	●	●	●	O

Tabulation 14: Operations areas in buildings

● = yes
O = no
- = no data

	loading dock/receiving room	fumigation/cleaning areas	temporary storage	restoration laboratory	reprography laboratory	archives storage	other operations areas
Algeria	O	O	●	●	O	●	O
Benin	●	●	●	●	●	●	●
Botswana	O	O	●	O	O	●	O
Burundi	O	O	●	O	O	O	O
Cameroon	O	O	●	O	O	O	O
Centr Afr Rep	O	O	●	O	O	O	O
Chad	O	O	●	O	O	O	O
Congo	●	●	●	●	●	●	●
Egypt	●	O	●	●	O	O	O
Gabon	O	O	●	O	O	O	O
Guinea	O	O	●	O	O	O	O
Kenya	●	●	●	●	●	●	●
Lesotho	O	O	●	O	O	O	O
Malawi	●	●	●	●	●	●	●
Mauritius	O	O	O	O	O	O	O
Niger	●	●	●	●	●	●	●
Nigeria	O	O	●	O	O	O	O
Rwanda	O	O	●	O	O	O	O
Senegal	O	O	●	O	O	O	O
Seychelles	●	O	●	O	O	O	O
SWA/Namibia	O	O	O	O	O	O	O
Sudan	●	O	●	●	●	●	●
Upper Volta	O	O	O	O	O	O	O
Uganda	O	O	●	O	O	O	O
Zaire	●	O	O	O	O	O	O
Zambia	●	●	●	●	●	●	●
Zimbabwe	●	●	●	●	●	●	●

Tabulation 15: Storage facilities

● = yes
O = no
· = no data

	open metal shelving	industrial metal shelving	mobile shelving	other metal shelving	steel filing cabinets	map and plan cases	microform cabinets	other metal cabinets	other storage equipment
Algeria	●	O	O	O	●	●	O	O	O
Benin	·	·	·	·	·	·	·	·	·
Botswana	O	●	O	O	●	●	●	●	●
Burundi	·	·	·	·	·	·	·	·	·
Cameroon	●	O	O	O	O	O	O	O	O
Centr Afr Rep	O	O	O	O	●	O	O	O	O
Chad	●	O	O	●	O	O	O	O	O
Congo	●	●	O	O	●	O	●	O	●
Egypt	●	O	O	O	O	●	O	O	O
Gabon	●	O	O	O	●	O	O	O	O
Guinea	O	O	O	O	O	O	O	O	O
Kenya	●	O	O	O	●	●	O	O	O
Lesotho	O	●	O	O	O	O	O	O	O
Malawi	●	●	O	O	●	●	●	●	●
Mauritius	●	O	O	O	●	●	O	O	O
Niger	●	O	O	O	●	●	O	O	O
Nigeria	●	O	O	O	●	●	O	O	O
Rwanda	O	O	O	O	O	O	O	O	O
Senegal	●	O	O	O	●	●	●	●	●
Seychelles	O	●	O	O	●	●	O	O	O
SWA/Namibia	O	●	O	O	●	●	O	●	●
Sudan	●	O	O	O	O	O	O	O	O
Upper Volta	●	O	O	O	●	●	●	●	●
Uganda	●	●	O	O	●	●	O	O	O
Zaire	●	●	O	O	●	●	O	O	O
Zambia	O	●	O	O	●	●	O	O	O
Zimbabwe	●	●	O	O	●	●	O	O	O

Tabulation 16: Preservation and restoration equipment

● = yes
O = no
- = no data

	vacuum fumigator	humidification chamber	records cleaning equipment	deacidification equipment	thermoplastic laminator	hand lamination equipment	encapsulation equipment	leaf-casting equipment	binding equipment	others
Algeria	●	O	O	O	O	O	O	O	●	O
Benin	O	O	O	O	O	O	O	O	●	O
Botswana	●	O	O	O	O	O	O	O	O	O
Burundi	O	O	O	O	O	O	O	O	O	O
Cameroon	O	O	O	O	O	O	O	O	O	O
Centr Afr Rep	O	O	O	O	O	O	O	O	O	O
Chad	O	O	O	O	O	O	O	O	O	O
Congo	O	O	O	O	O	O	O	O	O	O
Egypt	O	O	O	O	O	O	O	O	O	O
Gabon	O	O	O	O	O	O	O	O	O	O
Guinea	O	O	O	O	O	O	O	O	O	O
Kenya	O	O	●	O	●	●	O	O	●	●
Lesotho	O	O	O	O	O	O	O	O	O	O
Malawi	O	O	O	O	O	O	O	O	O	O
Mauritius	●	O	O	O	O	O	O	O	O	O
Niger	O	O	O	O	O	O	O	O	O	O
Nigeria	●	●	O	●	O	O	O	O	O	O
Rwanda	O	O	O	O	O	O	O	O	O	O
Senegal	O	O	●	O	O	O	O	O	O	O
Seychelles	O	O	O	O	O	O	O	O	O	O
SWA/Namibia	●	O	O	O	O	O	O	O	O	O
Sudan	O	O	O	O	●	O	O	O	O	O
Upper Volta	O	O	O	O	O	O	O	O	O	O
Uganda	O	O	O	O	O	O	O	O	O	O
Zaire	O	O	O	O	O	O	O	O	O	O
Zambia	O	O	●	O	O	O	O	O	O	O
Zimbabwe	●	O	O	O	O	O	●	O	●	O

Tabulation 17: Reprography and reference service equipment

● = yes
O = no
- = no data

	electrostatic copier	microform reader	microform reader/printer	microform camera	microform dev./processor	still photographic equipment	motion picture viewing equipment	motion picture reproduction equipm.	sound recording listening equipment	sound recording reproduction equipm.	others
Algeria	●	●	●	●	●	●	●	O	●	●	O
Benin	●	O	O	O	O	O	O	O	O	O	O
Botswana	●	●	O	O	O	O	O	O	O	O	O
Burundi	O	O	O	O	O	O	O	O	O	O	O
Cameroon	O	O	O	O	O	O	O	O	O	O	O
Centr Afr Rep	O	O	O	O	O	O	O	O	O	O	O
Chad	O	O	O	O	O	O	O	O	O	O	O
Congo	O	●	●	●	●	O	O	O	O	O	O
Egypt	O	●	●	●	●	O	O	O	O	O	O
Gabon	●	●	●	●	●	●	●	●	●	●	O
Guinea	O	O	O	O	O	O	O	O	O	O	O
Kenya	●	●	●	●	●	●	●	●	●	●	O
Lesotho	●	●	●	●	●	●	●	●	●	●	O
Malawi	●	●	●	●	●	●	●	●	●	●	O
Mauritius	O	●	●	●	●	●	●	●	●	●	O
Niger	●	●	●	●	●	●	●	●	●	●	O
Nigeria	●	●	●	●	●	●	●	●	●	●	O
Rwanda	O	O	O	O	O	O	O	O	O	O	O
Senegal	●	●	●	●	●	●	●	●	●	●	O
Seychelles	O	O	O	O	O	O	O	O	O	O	O
SWA/Namibia	●	●	●	●	●	●	●	●	●	●	O
Sudan	O	●	O	●	●	●	O	O	●	O	O
Upper Volta	●	-	-	-	-	-	-	-	-	-	-
Uganda	O	O	O	O	O	O	O	O	O	O	O
Zaire	●	●	●	●	●	●	●	●	●	●	O
Zambia	●	●	●	●	●	●	●	●	●	●	O
Zimbabwe	●	●	O	●	O	●	●	O	●	O	O

Tabulation 18: Automatic and electronic equipment

● = yes O = no - = no data	automatic typewriter	keypunch equipment	computer terminal	others
Algeria	O	O	O	O
Benin	O	O	O	O
Botswana	O	O	O	O
Burundi	O	O	O	O
Cameroon	O	O	O	O
Centr Afr Rep	O	O	O	O
Chad	O	O	O	O
Congo	O	O	O	O
Egypt	O	O	O	O
Gabon	:	:	:	:
Guinea	O	O	O	O
Kenya	O	O	O	O
Lesotho	O	O	O	O
Malawi	O	O	O	O
Mauritius	O	O	O	O
Niger	O	O	O	O
Nigeria	O	O	O	O
Rwanda	O	O	O	O
Senegal	O	O	O	O
Seychelles	O	O	O	O
SWA/Namibia	●	O	●	O
Sudan	O	O	O	O
Upper Volta	:	:	:	:
Uganda	O	O	O	O
Zaire	O	O	O	O
Zambia	●	O	O	O
Zimbabwe	O	O	O	O

Tabulation 19: Types of holdings

● = yes
O = no
- = no data

	conventional archives	cartographic archives	audiovisual archives	machine-readable archives	microform archives	drawings and prints	3 dimensional objects (seals)	library materials
Algeria	●	●	●	O	●	O	O	●
Benin	●	●	●	O	O	O	O	●
Botswana	●	●	O	O	O	O	O	O
Burundi	●	O	O	O	O	O	O	O
Cameroon	●	●	O	O	O	O	O	O
Centr Afr Rep	●	●	O	O	O	O	O	O
Chad	●	O	O	O	O	O	O	O
Congo	●	●	O	O	O	O	O	O
Egypt	●	●	●	O	●	O	●	●
Gabon	●	●	O	O	O	O	O	O
Guinea	●	●	O	O	O	O	O	O
Kenya	●	●	●	O	●	O	O	●
Lesotho	●	●	O	O	O	O	O	O
Malawi	●	●	O	O	O	O	O	O
Mauritius	●	●	O	O	●	O	O	●
Niger	●	O	O	O	O	O	O	O
Nigeria	●	●	●	O	●	O	O	●
Rwanda	●	O	O	O	O	O	O	O
Senegal	●	●	O	O	O	O	O	O
Seychelles	●	O	O	O	O	O	O	O
SWA/Namibia	●	●	O	O	O	O	O	O
Sudan	●	●	●	O	●	O	O	●
Upper Volta	●	O	O	O	O	O	O	O
Uganda	●	●	O	O	O	O	O	O
Zaire	●	●	●	O	●	O	O	●
Zambia	●	●	O	O	O	O	O	O
Zimbabwe	●	●	●	O	●	O	O	●

Tabulation 20: Operations

● = yes O = no : = no data	appraisal and disposal	preservation	restoration	arrangement and description	publications	reprography and reproduction
Algeria	:	:	:	:	:	:
Benin	O	●	O	O	O	●
Botswana	O	O	O	O	O	O
Burundi	●	O	O	O	O	O
Cameroon	O	O	O	O	O	O
Centr Afr Rep	O	O	O	O	O	O
Chad	●	●	●	●	●	●
Congo	●	O	●	●	●	●
Egypt	●	●	●	●	●	●
Gabon	●	O	O	●	●	●
Guinea	●	●	O	●	O	O
Kenya	O	O	O	O	O	O
Lesotho	O	O	O	O	O	O
Malawi	●	●	●	●	●	●
Mauritius	●	●	●	●	●	●
Niger	●	●	●	●	●	●
Nigeria	●	●	O	●	O	O
Rwanda	O	●	●	●	O	O
Senegal	●	●	●	●	●	●
Seychelles	●	●	●	●	●	●
SWA/Namibia	●	●	O	●	●	●
Sudan	●	●	●	●	●	●
Upper Volta	O	O	O	O	O	O
Uganda	●	●	O	●	●	●
Zaire	O	●	O	O	O	O
Zambia	●	●	●	●	●	●
Zimbabwe	●	:	●	●	●	●

Tabulation 21: Annual number of visitors (average 1980-1982)

● = yes ○ = no	0	1 - 50	51 - 100	101 - 150	151 - 200	201 - 250	251 - 300	301 - 350	351 - 400	401 - 450	451 - 500	501 and more
Algeria	○	○	○	○	○	○	○	●	○	○	○	○
Benin	○	○	○	○	○	○	○	●	○	○	○	○
Botswana	○	○	○	○	○	○	○	○	○	○	○	○
Burundi	○	○	○	○	○	○	○	○	○	○	○	○
Cameroon	○	○	○	○	○	○	○	●	○	○	○	○
Centr Afr Rep	○	○	○	○	○	○	○	○	○	○	○	○
Chad	●	○	○	○	○	○	○	○	○	○	○	○
Congo	○	●	○	○	○	○	○	○	○	○	○	○
Egypt	○	●	○	○	○	○	○	○	○	○	○	○
Gabon	○	●	○	○	○	○	○	○	○	○	○	○
Guinea	○	○	○	○	○	○	●	○	○	○	○	○
Kenya	○	●	○	○	○	○	○	○	○	○	○	○
Lesotho	○	○	○	●	○	○	○	○	○	○	○	○
Malawi	○	○	○	●	○	○	○	○	○	○	○	○
Mauritius	○	○	○	○	○	○	○	○	○	○	○	●
Niger	○	○	○	○	○	○	○	○	○	○	○	○
Nigeria	○	○	○	○	○	○	○	○	○	○	○	●
Rwanda	●	○	○	○	○	○	○	○	○	○	○	○
Senegal	○	○	○	○	○	○	○	○	○	○	○	●
Seychelles	○	○	○	○	○	●	○	○	○	○	○	○
SWA/Namibia	○	○	○	●	○	○	○	○	○	○	○	○
Sudan	○	○	●	○	○	○	○	○	○	○	○	○
Upper Volta	●	○	○	○	○	○	○	○	○	○	○	○
Uganda	○	○	○	○	○	○	○	○	○	○	○	○
Zaire	○	○	○	○	○	○	○	○	●	○	○	●
Zambia	○	○	○	○	○	○	○	○	○	○	○	○
Zimbabwe	○	○	○	○	○	○	○	○	○	○	○	○

Tabulation 22: Services

● = yes
O = no
- = no data

	visitors and inquiries	loans of records	reprography and reproduction	educational and cultural activities
Algeria	●	O	●	●
Benin	●	O	O	O
Botswana	●	O	O	O
Burundi	●	O	O	O
Cameroon	●	O	O	●
Centr Afr Rep	O	O	O	O
Chad	●	O	●	●
Congo	●	O	O	●
Egypt	●	O	O	●
Gabon	●	O	O	●
Guinea	●	O	O	●
Kenya	●	O	●	O
Lesotho	●	O	●	●
Malawi	●	O	●	●
Mauritius	●	O	●	●
Niger	●	O	●	●
Nigeria	O	O	O	O
Rwanda	●	O	●	O
Senegal	●	O	O	O
Seychelles	●	●	●	●
SWA/Namibia	●	O	●	●
Sudan	O	O	O	O
Upper Volta	●	●	O	●
Uganda	●	O	O	O
Zaire	●	●	●	●
Zambia	●	-	-	●
Zimbabwe				

ANNEX 1: PARTICIPANTS

Arabian countries

Algeria
Egypt

Anglophone countries

Botswana
Kenya
Lesotho
Malawi
Nigeria
Seychelles
Namibia
Sudan
Uganda
Zambia
Zimbabwe

Francophone countries

Benin
Burundi
Cameroon
Central African Republic
Chad
Congo
Gabon
Guinea
Mauritius
Niger
Rwanda
Senegal
Upper Volta
Zaire

Survey of archival and records management systems and services—1982

COUNTRY (OFFICIAL NAME): _____
Is there an official archival agency in the national (central) government? Yes☐ No☐

ARCHIVAL AGENCY (OFFICIAL TITLE): _____
Former title(s) and inclusive dates (years): _____
Year archival agency was established: _____
Current address: _____
_____

GOVERNMENT AGENCY (MINISTRY, DEPARTMENT, ETC.) TO WHICH ARCHIVAL AGENCY IS CURRENTLY ATTACHED AND/OR TO WHICH IT REPORTS: _____
Former agency(ies) to which archival agency was attached and inclusive dates: _____
_____

LEGISLATION AND REGULATIONS

1. Is the archival agency and its programme based upon an official Records and/or Archives Act? Yes☐ No☐ If "yes",
   (a) Date of Act (year): _____
   (b) Date(s) of major amendment(s) and codification(s) (year(s)):
   _____; _____; _____;

2. Is the Act, with amendments, published in Archivum? Yes☐ No☐
   If "yes", volume number: _____ year (____) pp. _____
   (If not published, please attach copy of Act and its amendments to this questionnaire.)

3. In the absence of an official Act, or to assist in implementing the Act, has the government or the archival agency issued official regulations (directives, circular letters, orders, etc.) concerning records and/or archives? Yes☐ No☐ If "yes",
   (a) Title(s) and date(s) of regulations:
   (b) Are these regulations published in Archivum? Yes☐ No☐
   If "yes", volume number: _____ year (____); pp. _____
   (If not published, please attach copies to this questionnaire.)

4. Does the Act (circle "A") or do the regulations (circle "R"):
   (a) Define "records"? Yes☐ A R No☐
   (b) Define "archives"? Yes☐ A R No☐

5. Are the definitions broad enough to include, or do they specifically include, the following types and forms of records/archives?
   (a) Cartographic (maps, charts, aerial photographs, etc.) Yes☐ No☐
   (b) Architectural (plans, drawings, blueprints, etc.) Yes☐ No☐
   (c) Photographic (still pictures, motion pictures, videotapes, microforms, etc.) Yes☐ No☐
   (d) Sound recordings Yes☐ No☐
   (e) Machine-readable (tapes, discs, etc., related software) Yes☐ No☐

6. Does the Act (circle "A") or do the regulations (circle "R") extend the legal jurisdiction of the archival agency over all records of the national (central) government? A Yes☐ No☐
R Yes☐ No☐

If "no", list agencies and/or types of records specifically excluded: _____

_____

_____

_____

_____

7. Does the Act (circle "A") or do the regulations (circle "R") extend the legal jurisdiction of the archival agency over all government records at the:

(a) Provincial, or comparable, level? Yes☐ A R No☐

(b) Municipal/local level? Yes☐ A R No☐

8. Does the Act (circle "A") or do the regulations (circle "R") specifically include the right to inspect all government records (except as noted in 6 (a), above) wherever located at the:

(a) National level? Yes☐ A R No☐

(b) Provincial level? Yes☐ A R No☐

(c) Municipal/local level? Yes☐ A R No☐

9. Does the Act (circle "A") or do the regulations (circle "R") forbid the destruction of any public records without the prior approval of the national archival agency or the national archivist at the:

(a) National level? Yes☐ A R No☐

(b) Provincial level? Yes☐ A R No☐

10. Does the Act (circle "A") or do the regulations (circle "R") extend the legal jurisdiction of the archival agency over the documentary materials of (records and papers created and accumulated by):

(a) Public corporations, parastatal and other semigovernmental bodies? Yes☐ A R No☐

(b) Industries and businesses? Yes☐ A R No☐

(c) Industrial, trade, other unions? Yes☐ A R No☐

(d) Universities and colleges? Yes☐ A R No☐

(e) Religious organizations? Yes☐ A R No☐

(f) Estates and families? Yes☐ A R No☐

(g) Personal papers? Yes☐ A R No☐

(h) Historical manuscript collections? Yes☐ A R No☐

(i) Other institutions, organizations, and/or types of documentary material? Yes☐ A R No☐

Specify: _____

_____

_____

11. Does the Act (circle "A") or do the regulations (circle "R"):

(a) define all records as government property, and prescribe (or refer to specific provisions in the legal code that prescribe) penalties for the willful destruction, theft, mutilation and/or alteration of records? Yes☐ A R No☐

(b) authorize the archival agency to take custody, unless other disposal is directed by law, of all records of any public body upon the termination of its functions? Yes☐ A R No☐

(c) require the archival agency to approve the retention of records in originating offices beyond the normal date of their transfer? Yes☐ A R No☐

(d) authorize the archival agency to determine that the records of certain bodies are public records? Yes☐ A R No☐

(e) create an official and continuing advisory body (board, commission, committee, council, etc.) to advise the government and the archival agency on policy matters involving records and archives, and on the development of the archival and records management programme? Yes☐ A R No☐

If "yes", please attach to the questionnaire information on the composition, duties and responsibilities of the advisory body.

(f) prescribe a uniform "closed period" for all or most public records? Yes ☐ A R No ☐

1. If "yes", indicate length of the closed period (years):
2. Indicate major exceptions, if any, to this closed period, listing those types of records restricted for longer periods as well as those restricted for shorter periods: _____

_____

_____

_____

_____

(g) charge a fee for services, other than for making copies of materials in custody?
Yes ☐ A R No ☐

If "yes", indicate the services for which the fees are charged: _____

_____

_____

_____

(h) prescribe the organization of the archival agency? Yes ☐ A R No ☐

(i) specify the qualifications of professional and technological personnel? Yes ☐ A R No ☐

(j) authorize the archival agency to certify copies of archives in its custody?
Yes ☐ A R No ☐

(k) authorize the archival agency to adopt and use a unique seal in certifying of archives in its custody?
Yes ☐ A R No ☐

(l) authorize the archival agency to recover strayed or stolen public records?
Yes ☐ A R No ☐

(m) forbid or regulate the exportation of archives and/or historical manuscripts?
Yes ☐ A R No ☐

12. Does the Act (circle "A") or do the regulations (circle "R") specifically require or authorize the archival agency to undertake the following archival functions and activities:

(a) Appraisal and Disposal? Yes ☐ A R No ☐

(b) Accessioning? Yes ☐ A R No ☐

(c) Repair/Restoration? Yes ☐ A R No ☐

(d) Arrangement and Description? Yes ☐ A R No ☐

(e) Reference Services? Yes ☐ A R No ☐

(f) Reprographic Services? Yes ☐ A R No ☐

(g) Publications Yes ☐ A R No ☐

(h) Exhibitions? Yes ☐ A R No ☐

(i) Other archival functions/Activities? Yes ☐ A R No ☐

Specify: _____

_____

_____

_____

13. Does the Act (circle "A") or do the regulations (circle "R") specifically require or authorize the archival agency to undertake the following records management functions and activities:

(a) Surveying and scheduling agency records? Yes ☐ A R No ☐

(b) Establishing and operating records centres? Yes ☐ A R No ☐

(c) Developing government-wide programmes for the management of correspondence, forms, reports, and directives? Yes ☐ A R No ☐

(d) Developing government-wide programmes for the management of source data automation, automatic and electronic data processing, microforms, and management information systems?
Yes ☐ A R No ☐

(e) Developing government-wide programmes for the management of mail; of files; of files classification systems; and of office machines, supplies, equipment and space? Yes ☐ A R No ☐

(f) Developing a government-wide programme for vital (essential) records management?
Yes ☐ A R No ☐

(g) Developing government-wide methods, norms and standards regarding records creation, maintenance and use, and disposal? Yes ☐ A R No ☐

(h) Training of agency records officers and records personnel? Yes ☐ A R No ☐

(i) Assisting agencies in developing records management programmes and evaluating such programmes? Yes ☐ A R No ☐

(j) Providing technical assistance to agencies with records problems? Yes ☐ A R No ☐

14. Does the Act (circle "A") or do the regulations (circle "R") specifically require or authorize the archival agency to:

- acquire and maintain printed archives? Yes ☐ A R No ☐
- acquire and maintain private archives and/or historical manuscripts? Yes ☐ A R No ☐

15. Does the Act (circle "A") or do the regulations (circle "R") specifically assign essentially non-archival and non-records management duties and responsibilities to the archival agency (for example, legal deposit of all national publications; preparation of the national bibliography; operation of a museum or national documentation centre; oral tradition programmes, etc.)? Yes ☐ A R No ☐

If "Yes", specify: _____

_____

_____

16. Indicate, in priority order, what you regard as your most pressing needs with regard to additions, amendments, or other revisions in:

(a) Legislation: _____

_____

_____

(b) Regulations: _____

_____

_____

_____

Additional comments on legislation and/or regulations: _____

_____

_____

_____

_____

_____

_____

_____

_____

PERSONNEL	1980	1981	1982	Est. 1983
17. Total positions filled				
(a) Professional positions[1]				
(b) Technical positions[2]				
(c) Clerical positions[3]				
(d) Others				
Specify: _____				
(e) Vacant positions				
(f) Supernumerary and occasional personnel				

18. Of the above total, indicate how many staff members were engaged full-time in records management activities, including surveying and scheduling agency records and operating records centres:

	1980	1981	1982	Est. 1983
(a) Professional positions				
(b) Technical positions				
(c) Clerical positions				
(d) Others				
Specify:				
(e) Vacant positions				
(f) Supernumerary and occasional personnel				

1. Administrative and supervisory personnel, as well as persons classified, in one or more grades, as archivists.
2. Persons engaged primarily in technical operations such as restoration and reprography.
3. Include sub-professional or para-professional personnel who perform routine tasks involving archives, as well as secretary and typist positions.

19. Of the totals given in 18 above, indicate how many staff members have had a university education ("U") and formal archival training ("A")[1]

	1980	1981	1982
(a) Professional staff	U____ A____	U____ A____	U____ A____
(b) Technical staff	U____ A____	U____ A____	U____ A____
(c) Others	U____ A____	U____ A____	U____ A____

Specify: _____

20. In terms of the particular circumstances that prevail in your country, and of your experience, indicate your views of your specific needs, in priority order, regarding recruitment, education and training (professional and technical) and on career development: _____

Additional comments on personnel (especially status--grades and salaries) in comparison to positions elsewhere in the government or in the university requiring comparable education and/or training):

1. Staff members who have completed a diploma, certificate or degree training programme, or who have completed archival training course(s) at the university level. Please note that one staff member with both a university education and formal archival training would be reported in both categories.

BUDGET

21. Give amounts in national currency, and indicate whether in units of hundreds, thousands, etc.:

	1980	1981	1982	Est. 1983
(a) Sources of revenue				
1. Own budget				
2. Other sources				
Specify:				

	1980	1981	1982	Est. 1983
(b) Expenditures				
1. Personnel Costs				
2. Equipment, Supplies				
3. Capital expenditures (site(s), building(s))				
4. Total expenditures				

Comments on funding of archival and records management programme:

BUILDING(S) AND EQUIPMENT

22. Number of buildings occupied totally or in part by the national archival agency: _____
    (a) Number of archival repositories: _____
    (b) Number of record centres: _____
    (c) Others (please indicate use): _____

    (d) Total square metres of floor space available to the archival agency in all locations (10.764 sq. ft.= 1 sq. m.): _____ sq.m.
    (For the remaining questions in this section, provide only information on the main repository of the archival agency).

23. Does the archival agency share its main repository building with any other agencies? Yes☐ No☐
    (a) If "Yes", name(s) of other agencies: _____
    (b) Total square metres of floor space in building: _____ sq.m.
    (c) Total square metres available to archival agency: _____ sq. m.
    (d) Date(s) building was constructed: _____
    (e) Number of years archival agency has occupied the building: _____

24. Was this building specifically designed and constructed to serve as an archival repository? Yes☐ No☐
    (a) Total building cost: equipped: _____ unequipped: _____
    (b) Cost per square metres: _____
    (c) Have there been major additions and/or rennovations to the building to accommodate archival functions and activities? Yes☐ No☐
    If "Yes", give dates and nature of the addition and/or rennovation:

    (d) Type of building construction (concrete, stone, brick, etc.): _____
    (e) Number of floors (storeys) in the building: _____
        1. Number of floors occupied by archival agency: _____
        2. Floor load capacity (kg./m^2) in stack (magazine, strongroom, etc.) areas:

(f) Total number of elevators in building: _____

1. Number of passenger elevators: _____
2. Number of freight elevators: _____
3. Number of elevators in stack areas: _____

(g) Does the building have windows in the stack areas? Yes☐ No☐
If "Yes", were measures taken at the time of construction or since then to prevent direct sunlight from entering through these windows? Yes☐ No☐

(h) Type of lighting (natural, incandescent, fluorescent) in the following areas:

1. Administrative/work areas: _____
2. Research room(s): _____
3. Exhibition area(s) _____
4. Stacks: _____

25. Is the building fully and continuously air-conditioned? Yes☐ No☐

(a) Do all stack areas have continuous air-conditioning and humidity control? Yes☐ No☐

26. Does the building have a 24-hour guard force? Yes☐ No☐
a burglar alarm system? Yes☐ No☐
other security arrangements? Yes☐ No☐
If "Yes", specify: _____

_____

27. Does the building have an automatic heat/smoke/fire detection system? Yes☐ No☐

If "Yes", specify type: _____

_____

_____

28. What facilities does the building include to extinguish fires?

(a) Automatic water sprinkler system? Yes☐ No☐

(b) Hand (chemical/water) extinguishers? Yes☐ No☐

(c) Other (specify): _____

_____

29. Archives storage facilities:

	Total available (linear metres)	Total in use (linear metres)
(a) Metal shelving		
1. Open, library type:	_____	_____
2. Industrial type (bolted together):	_____	_____
3. Mobile type:	_____	_____
4. Other (specify):	_____	_____

_____

	No. of units	Total linear metres (records)
(b) Metal cabinets/cases		
1. Steel filing cabinets (4, 5 drawers)	_____	_____
2. Map and plan cases	_____	_____
3. Microform cabinets	_____	_____
4. Other (specify):	_____	_____

_____

(c) Other storage equipment (specify): _____

_____

Total linear metres of records stored in such equipment: _____

(d) Estimated percentage of archival holdings stored in:

1. Archives/manuscript (acid-neutral) containers: _____ %
2. Cartons, other boxes (non-archival): _____ %
3. Wrapped Bundles: _____ %
4. Other (specify): _____ %

30. Records centre storage facilities:

Total linear metres of shelving available _____; occupied:

31. Preservation and restoration equipment and facilities:	Yes	No	Year acquired
(a) Vacuum fumigator or similar disinfection equipment	☐	☐	
(b) Humidification chamber/equipment	☐	☐	
(c) Records cleaning equipment (specialized)	☐	☐	
(d) Deacidification equipment	☐	☐	
(e) Thermoplastic laminator	☐	☐	
(f) Hand lamination equipment and supplies	☐	☐	
(g) Encapsulation equipment and supplies	☐	☐	
(h) Leaf-casting equipment	☐	☐	
(i) Binding equipment	☐	☐	
(j) Other (specify): _____	☐	☐	

32. Reprographic and Reference Service equipment and facilities:	Yes	No	Year acquired
(a) Electrostatic copier(s): No. _____	☐	☐	
(b) Microform reader(s): No. _____	☐	☐	
(c) Microform reader/printer(s): No. _____	☐	☐	
(d) Microform camera(s)	☐	☐	
1. Planetary No. _____	☐	☐	
2. Rotary No. _____	☐	☐	
3. Step-and-repeat No. _____	☐	☐	
(e) Microform developer/processor	☐	☐	
(f) Still photographic equipment	☐	☐	
(g) Motion picture viewing equipment	☐	☐	
(h) Motion picture reproduction equipment	☐	☐	
(i) Sound recording listening equipment	☐	☐	
(j) Sound recording reproduction equipment	☐	☐	
(k) Other (specify): _____	☐	☐	

33. Automatic and electronic equipment:	Yes	No	Year acquired
(a) Automatic typewriter/word/text processing equipment	☐	☐	
(b) Keypunch equipment	☐	☐	
(c) Computer terminal(s)	☐	☐	
(d) Other (specify):	☐	☐	

34. Space availability and utilization (if shared with another agency, add (s) after number of square metres)

(a) Public areas	Total available (square metres)	Total utilized (square metres)
1. Public reception/lobby		
2. Cloakrooms, lavatories		
3. Research room(s): No. ___ Seating capacity No. ___		
4. Reference library		
5. Exhibition area		
6. Auditorium/theatre		
7. Other (specify):		

(b) Administrative (staff areas)	Total available (square metres)	Total utilized (square metres)
1. Offices		
2. Conference/training room(s)		
3. Lounge/lunch/smoking room(s)		
4. Mailroom		
5. Supply storage		
6. Other (specify):		

(c) Operations areas	Total available (square metres)	Total utilized (square metres)
1. Loading dock/receiving room		
2. Fumigation, cleaning areas		
3. Temporary storage (boxing, labeling area)		
4. Restoration laboratory		
5. Reprographic laboratory		
6. Archives storage (stacks)		
7. Other (specify):		

35. Indicate, in priority order, what you regard as your most pressing needs with respect to space and equipment:

(a) _____

(b) _____

(c) _____

(d) _____

Additional comments on physical facilities: _____

HOLDINGS	as of 1 January or other date	1980	1981	1982
36. Total conventional (paper) archives of which total:	(linear metres)			
(a) Deposits, gifts, purchases	"			
(b) Printed archives	"			
(c) Computer printouts	"			
Total holdings by periods (estimated)				
1. Before 1900	"			
2. 1900-1940	"			
3. 1940-1960	"			
4. 1960 to date	"			
37. Total cartographic archives (items) of which total:				
(a) Deposits, gifts, purchases	"			
(b) Related conventional archives	(linear meters)			
38. Total audio-visual archives of which total:	(items)			
(a) Deposits, gifts, purchases	"			
(b) Related conventional archives	(linear metres)			
(c) Holdings by type:				
1. Photographs	(items)			
2. Motion pictures	"			
3. Sound recordings	"			
4. Other (specify)	"			
39. Total machine-readable archives of which total:	(items)			
(a) Deposits, gifts, purchases	"			
(b) Related conventional archives	(linear metres)			
(c) Holdings by type:				
1. Punched cards	(linear metres)			
2. Tapes	(items)			
3. Discs, drums	"			
4. Other (specify)	"			
40. Total microform archives of which total:	(items)			
(a) Deposits, gifts, purchases	"			
(b) Roll microfilm	"			
(c) Microfiches, other microforms	"			
41. Total drawings and prints of which total:	(items)			
Deposits, gifts, purchases	"			
42. Total seals, other three-dimension objects of which total:	(items)			
Deposits, gifts, purchases	"			

		1980	1981	1982
43. Library materials of which total:				
(a) For reference use:				
1. Volumes	(No./lin. metres)			
2. Microforms	(items)			
(b) Legal deposit:				
1. Volumes	(No./lin. metres)			

Comments on holdings: _____

_____

_____

OPERATIONS	(as of 1 January) or (other date)	1980	1981	1982
44. Appraisal and Disposal				
(a) Agency records appraised	(linear metres)			
(b) Agency records authorized for destruction	"			
45. Preservation and Restoration				
(a) Records fumigated	(linear metres)			
(b) Records cleaned	"			
(c) Records boxed and labelled	"			
(d) Repair and restoration				
1. Paper sheets	(No.)			
2. Non-paper documents	"			
3. Bound volumes	"			
4. Other material(s)	"			
46. Arrangement and Description (holdings placed under finding aid control)				
(a) Conventional	(linear metres)			
(b) Cartographic	(items)			
(c) Audio-visual	"			
(d) Machine-readable	"			
(e) Microforms	"			
(f) Drawings and prints	"			
(g) Seals, other objects	"			
47. Publications				
(a) Finding aids				
1. Titles	No.			
2. Total pages	"			
(b) Documentary publications (other than in microform)				
1. Titles	No.			
2. Total pages	"			
(c) Microform publications				
1. Titles	No.			
2. Total items (rolls, fiche)	"			
(d) Other publications (annual reports, brochures, journals, etc.)				
(Specify):				

1. Titles	No.			
2. Total pages	"			

48. Reprography and Reproduction (for preservation or other *internal use*)		1980	1981	1982
(a) Microfilming (thousands of exposures)	No.			
(b) Copying of microforms (thousands of exposures)	"			
(c) Electrostatic and photostatic copying	"			
(d) Photographs and negatives reproduced	"			
(e) Motion pictures reproduced	"			
(f) Sound recordings reproduced	"			
(g) Machine-readable records reproduced	"			
(h) Seals, other objects reproduced	"			

Comments on operations: _____

SERVICES

49. Research room(s)				
(a) Visitors	No.			
(b) Non-national visitors	"			
(c) Visits	"			
(d) Storage units made available				
1. Conventional archives	No.			
2. Cartographic	"			
3. Audio-visual	"			
4. Machine-readable	No.			
5. Microforms	"			
6. Drawings and prints	"			

50. Written and telephone inquiries	No.			
Answered in writing	"			
51. Loans of records (except for exhibitions)	"			

52. Reprography and reproduction (for researchers, sales, gifts, exchange i.e. *external use*)				
(a) Microfilming	No.			
(b) Copying of microforms	"			
(c) Electrostatic and photostatic copying	"			
(d) Photographs and negatives reproduced	"			
(e) Motion pictures reproduced	"			

		1980	1981	1982
(f) Sound recordings reproduced	"			
(g) Machine-readable records reproduced	"			
(h) Seals, other objects reproduced	"			

53. Educational and Cultural

(a) Exhibitions	No.			
(b) Items exhibited	"			
(c) Visitors to exhibitions	"			
(d) Items loaned for exhibition	"			
(e) Visitors (other than for exhibitions, use of records)	"			

Comments on services: _____

54. Does the archival agency publish an annual (or biennial) report? Yes ☐ No ☐
If "Yes", attach copy of most recent report.

General comments: _____

Definitions and Explanations of Terms Used in the Questionnaire

HOLDINGS: The totality of archival material (sometimes called collections) in the custody of an archival institution.

ACCESSIONS: Additions to the holdings, acquired mainly by transfer (including transfers from Record Centres), but also by permanent or revocable deposit, gift, purchase, or other method.

NOTE: A fundamental distinction for archival repositories is between material acquired as a result of formal transfers and which therefore normally has an official and legal character, and material acquired on deposit or by purchase, gift, or other method which may not have such a status. Please indicate any unusual situations in a note.

CONVENTIONAL ARCHIVES: The term is used to refer to manuscript and typescript material, generally on paper. For this questionnaire the category includes printed archives (separately maintained as such) and computer printouts selected for preservation as well as conventional archives directly related to cartographic, audio-visual and machine reliable archives, even if physically located separately from the other conventional archives.

CARTOGRAPHIC ARCHIVES: Material, separately maintained in a cartographic section or area, that in graphic or photogrammetric form depicts a portion of a linear surface (such as maps, plans, globes, topographic and hydrographic charts, architectural materials, cartograms, relief models and aerial photographs).

AUDIO-VISUAL ARCHIVES: Material in pictorial and/or aural form, regardless of format. Audio-visual archives are categorized as:

(a) *Photographs (still pictures)*: negatives and prints, slides and transparencies, and filmstrips, but excluding aerial photographs separately maintained.

(b) *Motion pictures (moving images)* with or without sound: films, film loops, video-tapes and other similar material not elsewhere classified.

(c) *Sound recordings (phonograms)*: discs, tapes, cassettes, etc., and earlier forms thereof.

MACHINE-READABLE ARCHIVES: Material, usually in code, recorded on media such as magnetic discs, drums, punched cards and tapes etc. whose contents are accessible only by machine. Related documentation such as programmes, thesauri, etc., as well as printouts selected for preservation, should be reported in the section on conventional archives.

MICROFORMS: All material, whether in negative or positive form, carrying transparent photographic images on a reduced scale requiring magnification for their use. Only microforms that have been accessioned as part of the archival holdings should be reported. Microforms created or acquired as part of the library holdings should be reported only under that heading. Archival holdings of microforms are categorized as:

(a) Microfilm in roll form.

(b) Microfiche and other microforms.

DRAWINGS AND PRINTS: Pictorial material other than cartographic archives, audio-visual archives, and microforms, separately maintained in a special section or area.

SEALS AND OTHER THREE-DIMENSIONAL OBJECTS: Only unattached and separately maintained seals should be included.

LIBRARY MATERIAL: A distinction for reporting purposes should be made between material acquired and maintained for reference use by the staff and researchers, and material acquired as a result of legal deposit responsibilities.

PRESERVATION AND RESTORATION/REPAIR: All operations intended to maintain or improve the environmental, material, and administrative conditions of the holdings. Included are:

Fumigation.

Stock-taking. The checking of holdings to ensure that all items are in place in stack areas or otherwise accounted for.

Boxing, reboxing, labelling and shelving.

Restoration/Repair. This includes deacidifying, humidifying, flattening, bleaching, lamination, leaf-casting, encasing, and binding. Restoration/Repair operations are categorized according to physical type or form of the materials involved:

(a) Conventional and cartographic archives:

(i) Paper sheets

(ii) *Non-paper documents (i.e., parchment, vellum, etc.)*

(iii) Bound volumes.

(b) Other materials; such as seals (whether or not attached to documents), charts, tapes rewound, etc.).

REPROGRAPHY AND REPRODUCTION: All cases of copying, microcopying, and related processes (except printing) to produce material for the archival agency's own use (e.g., security microfilm, research room and preservation copies), as well as copies for third parties, (e.g., institutions or researchers, or for sale, gift or exchange). Statistics should be reported on:

- Microfilming: total production of original negatives.
- Copying of microforms: total production of positive and negative copies from existing microforms.
- Electrostatic and photostatic copying, photographing of documents.
- Copying of audio-visual archives.
- Copying of machine-readable archives.
- Copying of seals and other objects.

ARRANGEMENT AND DESCRIPTION: All activities involved in bringing holdings under administrative and intellectual control, including the physical organization of the holdings and the preparation of published or unpublished finding aids (guides, inventories, catalogues, calendars, lists, indexes, location indexes/registers, etc.). This does not include any finding aids transferred or acquired with the records and not created by the archival agency. The volume of various categories of holdings under finding aid control should be reported.

REFERENCE SERVICE: Providing information about/or from the holdings, including making them available for use in research rooms, and loan of holdings. That does not include the furnishing of copies to users.

Visitor: a person actually using research room services, excluding person in guided group visits.

Visit: attendance of one visitor during one day or part of a day. If a visitor checks in more than once on the same day, this interrupted attendance should be counted as only one visit.

Storage unit: any physical unit of archival material, such as a volume, bundle, etc., made available in the research room(s). In situations where self-service of archival materials or copies (such as microfilms) preclude accurate reporting, an estimate for the total number of storage units used should be given.

Recorded inquiries, other than direct contact in the research room. This includes inquiries answered by telephone or in writing, including the sending of prepared general information, such as leaflets.

Loans: "for administrative use" refers to loans made to assist in the conduct of current business by any agency or official of the institution of which the archival agency is a component unit. Only the total number of loans is requested, without a breakdown by category of material.

PUBLICATION: The number of titles published, either by letter-press or in microform, of finding aids and other publications of which the archival institution is the principal author.

Total pages refers to the total of the number of pages of each separate title (exclusive of multiple copies).

FINDING AIDS: Any listing or description of holdings intended to facilitate access to and use thereof (i.e., guides, inventories, registers, lists, indexes, etc.).

DOCUMENTARY PUBLICATIONS: The publication, in letter-press or microform, of authentic texts of documents with appropriate description and critical annotation. This includes planned and organized microform publications.

OTHER PUBLICATIONS: General informational and educational publications (leaflets and pamphlets, as well as books), and official publications by the staff, such as yearbooks and journals.

Not included are books or articles written by archive staff members but published outside the institution.

EXHIBITION: Any display of original documents or copies thereof for education and cultural purposes. The exhibition may be permanent or non-permanent, and may be located either within or outside the premises of the archival institution.

RESEARCH ROOM AREA: All separate rooms or areas for consultation of finding aids (salle des inventaires), rooms for research by groups; cubicles for microform-reading, typing, or use of sound recorders, etc.

PERSONNEL: All persons employed under the authority of the archival institution in carrying out its functions. In the total number of positions should be included all *part-time positions in terms of full-time equivalents.*

ARCHIVES STAFF: Personnel on the budget of the archival institution.

PROFESSIONAL ARCHIVIST: A person working in an archival institution or records centre who has an education or training considered by the institution as adequate for the performance of professional work with records and/or archives. The education and training may be: (a) university training only, or (b) university, plus formal archival training, or (c) formal archival training without any university education.

SUPERNUMERARY AND OCCASIONAL (NON-PERMANENT) PERSONNEL: Personnel not on the budget of the archival institution, such as unpaid apprentices, volunteers, assignees from social security agencies, etc.

BUDGET: Terms used in this section require no special definition. All amount should be reported in the national currency.

REPORTING OF STATISTICAL DATA

Reporting period. The statistical data should cover either the calendar year 1 January to 31 December, or the twelve-month period of the financial year.

Contract arrangements. Data on conservation, repair, reprography, reproduction and other operations carried out by outside firms, but financed from the budget of the archival institution, should be included in the institutional data on these operations.

Linear metres. Holdings of archival institutions should be measured in linear running metres (indicated as m), equalling 1 metre long, and averaging 26 cm. deep and 37 cm. high. For conversion purposes: 1 linear foot = 0.305 metres. Cubic measurements of archival material, number of boxes, etc. should be converted into linear metres as follows:

- 1 cubic metre = 35.315 cubic feet = 10 linear metres.

N.B. This does not require the conversion of "cubic capacity of areas" into linear metres of shelving.

Square metres. Area measurements of buildings should be converted into square metres as follows:

- 1 square metre = 10,764 square feet.

Physical units. All statistics not measured in either linear metres or square metres should be reported in terms of the number of physical units as indicated in each case.

Variant Statistical Data. Should the statistical data reported in the table not correspond to the definitions, please explain how they differ. Also give any explanations that may help in the correct interpretation of the data reported.

Estimates. Where exact figures cannot be given in reply to a question, please give an estimated figure, and indicate in a note the basis on which the estimate was obtained.

In completing the questionnaire, please indicate cases where no data are available or where the quantity is nil or negligible; *please do not leave any question unanswered or blanks unfilled.* The following conventional signs should be used:

- Data not available (...)
- Quantity nil or negligible (–)
- Estimates or provisional figures. (*)

RAMP and Related Documents

1. Unesco. General Information Programme. Expert Consultation on the Development of a Records and Archives Management Programme (RAMP) Within the Framework of the General Information Programme, 14-16 May 1979. Paris, Working Document (PGI/79/WS/1). Paris, Unesco, 1979. 19 p. Available also in French.

2. Unesco. General Information Programme. Expert Consultation on the Development of a Records and Archives Management Programme (RAMP) Within the Framework of the General Information Programme, 14-16 May 1979. Paris, Final Report (PGI/79/WS/II). Paris, Unesco, 1979. 36 p. Available also in French.

3. Manning, Raymond, Gilberte Pérotin and Sven Welander, comps, and eds. Guide to the Archives of International Organizations. Part I. The United Nations System. Preliminary version (PGI/79/WS/7). Paris, 1979. 301 p.

4. Cook, Michael. The Education and Training of Archivists -- Status Report of Archival Training Programmes and Assessment of Manpower Needs (PGI/79/CONF. 604/COL.2). Paris, Unesco, 1979. 71 p. Available also in French

5. Delmas, Bruno. The Training of Archivists -- Analysis of the Study Programme of Different Countries and Thoughts on the Possibilities of Harmonization (PGI/79/CONF. 604/COL.1). Paris, Unesco, 1979. 75 p. Available also in French.

6. Unesco. Division of the General Information Programme. Meeting of Experts on the Harmonization of Archival Training Programmes, 26-30 November, Paris, 1979. Final Report (PGI/79/CONF. 604/COL.7). Paris, Unesco, 1980. 18 p. Available also in French.

7. Roper, Michael. Democratic Republic of the Sudan: Establishment of a Technical Training Centre in Archival Restoration and Reprography (FMR/PGI/80/180). Paris, Unesco, 1980. 31 p.

8. Kecskeméti, Charles and Evert Van Laar. Model Bilateral and Multilateral Agreements and Conventions Concerning the Transfer of Archives (PGI/81/WS/3) Paris, Unesco, 1981. 34 p. Available also in Arabic, French, Russian and Spanish.

9. Silva, G.P.S.H. de. A Survey of Archives and Manuscripts Relating to Sri Lanka and Located in Major London Repositories (PGI/81/WS/4). Paris, Unesco, 1981 100 p.

10. Borsá, Iván. Feasibility Study on the Creation of an Internationally Financed and Managed Microfilm Assistance Fund to Facilitate the Solution of Problems involved in the International Transfer of Archives and in Obtaining Access to Sources of National History Located in Foreign Archives (PGI/81/WS/7). Paris, Unesco, 1981. 31 p. Available also in Arabic, French, Russian and Spanish.

11. White, Brenda. Archives Journals: A Study of their Coverage by Primary and Secondary Sources. (RAMP Studies and Guidelines). (PGI/81/WS/10. Paris, Unesco, 1981. 72 p. Available also in French

12. Pieyns, Jean. Feasibility Study of a Data Base on National Historical Sources in Foreign Repositories (PGI/81/WS/24). Paris, Unesco, 1981. 66 p. Available also in French.

13. Weill, Georges. The Admissibility of Microforms as Evidence: A RAMP Study (PGI/81/WS/25). Paris, Unesco, 1982. 84 p. Available also in French and Spanish.

14. Hull, Felix. The Use of Sampling Techniques in the Retention of Records: A RAMP Study with Guidelines (PGI/81/WS/26). Paris, Unesco, 1981. 64 p. Available also in French and Spanish.

15. Cortés Alonso, Vicenta. Perú: Sistema Nacional de Archivos y Gestión de Documentos: RAMP Proyecto Piloto (FM/PGI/81/110). Paris, Unesco, 1981. 56 p.

16. Crespo, Carmen. Republic of Argentina: Development of a Regional Demonstration and Training Centre at the School for Archivists, University of Cordoba (FMR/PGI/81/116 E). Paris, Unesco, 1981. 28 p. Available also in Spanish.

17. Ricks, Artel. Republic of the Philippines: RAMP pilot project for the establishment of a regional archives and records centre. (FMR/PGI/81/158). Paris, Unesco, 1981. 49 p.

18. Evans, Frank B. The Republic of Cyprus: Development of an archival and records management programme (FMR/PGI/81/166). Paris, Unesco 1981. 64 p.

19. Unesco. General Information Programme. Survey of Archival and Records Management Systems and Services 1982 (PGI/82/WS/3). Paris, Unesco, 1982. Available also in French.

20. Rhoads, James B. The Applicability of UNISIST Guidelines and ISO International Standards to Archives Administration and Records Management: A RAMP Study (PGI/82/WS/4). Paris, Unesco, 1982. 95 p. Available also in French and Spanish.

21. Unesco. Division of the General Information Programme. Second Expert Consultation on RAMP (RAMP II) Berlin (West), 9-11 June 1982. Working Document (PGI/82/WS/6). Paris, Unesco, 1982. 31 p.

22. White, Brenda. Directory of Audio-Visual Materials for Use in Records Management and Archives Administration Training (PGI/82/WS/8). Paris, Unesco, 1982. 71 p.

23. Tirmizi, S.A.I. Guide to Records Relating to Science and Technology in the National Archives of India: A RAMP Study (PGI/82/WS/12). Paris, Unesco, 1982. 84 p.

24. Cook, Michael. Guidelines for Curriculum Development in Records Management and the Administrations of Modern Archives: A RAMP Study (PGI/82/WS/16). Paris, Unesco, 1982. 74 p.

25. Unesco. Division of the General Information Programme. Second Expert Consultation on RAMP (RAMP II) Berlin (West), 9-11 June 1982. Final Report (PGI/82/WS/24). Paris, Unesco, 1982. 54 p. Available also in French and Spanish

26. Evans, Frank B. Malaysia: Development of the Archives and Records Management Programme (FMR/PGI/82/110). Paris, Unesco, 1982. 54 p.

27. Ricks, Artel. Philippines: RAMP Pilot Project for the Establishment of a Regional Archives and Records Centre (Report No.2) (FMR/PGI/82/161). Paris, Unesco, 1982. 24 p.

28. Evans, Frank B. Writings on archives published by and with the assistance of Unesco: A RAMP Study (PGI-83/WS/5). Paris, Unesco, 1983. 33 p.

29. Evans, Frank B. and Eric Ketelaar. A Guide for Surveying Archival and Records Management Systems and Services: A RAMP Study (PGI-83/WS/6). Paris, Unesco, 1983. 30 p. Available also in French and Spanish.

30. Hildesheimer, Françoise. Guidelines for the Preparation of General Guides to National Archives: A RAMP Study (PGI-83/WS/9). Paris, Unesco, 1983. 67 p. Available also in French.

31. Kula, Sam. The Archival Appraisal of Moving Images: A RAMP Study with Guidelines (PGI-83/WS/18). Paris, Unesco, 1983. 130 p.

32. Moideen, P.S.M. A Survey of Archives Relating to India and Located in Major Repositories in France and Great Britain (PGI-83/WS/19). Paris, Unesco, 1983. 72 p.

33. Duchein, Michel. Obstacles to the Access, Use and Transfer of Information from Archives: A RAMP Study (PGI-83/WS/20). Paris, Unesco, 1983. 80 p. Available also in French.

34. Rhoads, James B. The Role of Archives and Records Management in National Information Systems: A RAMP Study (PGI-83/WS/21). Paris, Unesco, 1983. 56 p. Available also in French.

35. Hendriks, Klaus B. The Preservation and Restoration of Photographic Materials in Archives and Libraries: A RAMP Study with Guidelines (PGI-84/WS/1). Paris, Unesco, 1984. 121 p.

36. Stark, Marie C. Development of Records Management and Archives Services within United Nations Agencies (PGI-83/WS/26). Paris, Unesco, 1983. 215 p.

37. Kathpalia, Y.P. A Model Curriculum for the Training of Specialists in Document Preservation and Restoration: A RAMP Study with Guidelines (PGI-84/WS/2). Paris, Unesco, 1984. 27 p. Available also in French and Spanish.

38. Seton, Rosemary E. The Preservation and Administration of Private Archives: A RAMP Study (PGI-84/WS/6). Paris, Unesco, 1984. 65 p. Also available in French and Spanish.

39. Taylor, Hugh A. Los Servicios de archivo y el concepto de usuario: Estudio del RAMP (PGI-84/WS/5). Paris, Unesco, 1984. 71 p.

Copies of the above studies and reports may be obtained without charge, to the extent that they are still in print, by writing to:

Division of the General Information Programme
Documentation Centre
7, place de Fontenoy
75700 Paris, France